

## Application for employment

Please complete all sections of this form in BLOCK CAPITALS except for your signature marked X.

If you encounter any difficulties completing this form please contact Tina Corlett, Executive Officer on +44 (0)1624 662020. While we welcome a copy of your CV, we ask you to complete this form in its entirety and please do not cross reference or refer to any submitted CV.

The information you have provided on this form and references received in support of your application will be held by the firm in accordance with the provisions of GDPR.

Post applied for

### Personal details

### Section 1

Title

Mr	<input type="checkbox"/>	Mrs	<input type="checkbox"/>	Miss	<input type="checkbox"/>	Ms	<input type="checkbox"/>	Other	<input type="text"/>
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Full name

Other names\*

\*Please provide details of any aliases/or details of any alternative names including maiden names

Gender

Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
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Permanent address

House name/number	<input type="text"/>						
Street	<input type="text"/>						
Town	<input type="text"/>						
Country	<input type="text"/>						
Post code	<input type="text"/>						

Correspondence address  
(if different)

House name/number	<input type="text"/>						
Street	<input type="text"/>						
Town	<input type="text"/>						
Country	<input type="text"/>						
Post code	<input type="text"/>						

Telephone number

Home:	<input type="text"/>	Mobile:	<input type="text"/>
Work:	<input type="text"/>		



May we contact you at work?

Yes	<input type="checkbox"/>
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No	<input type="checkbox"/>
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Email address

Marital status

Single	<input type="checkbox"/>
Widowed	<input type="checkbox"/>

Married	<input type="checkbox"/>
Divorced	<input type="checkbox"/>

Date of birth (dd:mm:yyyy)

<input type="text"/>							
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Nationality

Are you required to obtain a work permit in the Isle of Man?

Yes	<input type="checkbox"/>
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No	<input type="checkbox"/>
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## Connections with Moore Stephens

## Section 2

Are you related to any past or present partner, employee or client of the firm?

Yes	<input type="checkbox"/>
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No	<input type="checkbox"/>
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If yes, please specify:

Please provide details of any previous application to, or employment by, Moore Stephens:



Please indicate if you have any language abilities other than English and the level of fluency (written, spoken and reading). Indicate your CURRENT fluency using numbers as follows: 1 - very basic/rusty; 2 - GCSE equivalent; 3 - A level or IB equivalent; 4 - fluent or 5 - mother tongue.

Language	Level of knowledge		
	Written	Spoken	Reading

Present or most recent employer and address	From (month and year)	To (month and year)	Position held and nature of duties

Nature of business

Period of notice required

Current/previous salary

Reason(s) for wishing to leave or having left

Career history Section 6

Other employers. State name, address and nature of business	From (month and year)	To (month and year)	Position held and nature of duties	Reason for leaving

Please provide details of any other employment including dates and duties

Please provide details of any time not already accounted for (including unemployment)

Health Section 7

Do you suffer from any physical or recurrent illness?

Yes

No

If yes, please specify:

Length of time lost through illness in the last three years - Please state number of days



If more than 10 days please give additional information

**Disability** Section 8

If we know you have a disability we will make adjustments to the interview/working arrangements or the working environment provided it is reasonable in the circumstances to do so.

Do you have any disability relevant to your application?

Yes

No

If yes, please state the nature of the disability

Please let us know if you believe there to be any reasonable adjustments we should be making. We may need to contact you for further details.

**Criminal convictions** Section 9

If you have criminal conviction(s) (excluding motoring offences, for which a fine and/or penalty points were imposed) you must declare this here and provide details. If you are convicted of a criminal offence after you have applied you are required to disclose this information during the application process (excluding motoring offences, as above).

Do you have criminal conviction(s) as defines above?

Yes

No

If yes, give pertinent details below:

**Regulatory action** Section 10

If you have any regulatory action taken against you or pending, you must declare this here and provide details.

Have you had any regulatory action taken against you or any pending?

Yes

No

If yes, give pertinent details below:

Do you hold a current clean Isle of Man/UK/EU driving license?

Yes	<input type="checkbox"/>
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No	<input type="checkbox"/>
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I don't drive	<input type="checkbox"/>
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Do you own your own vehicle?

Yes	<input type="checkbox"/>
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No	<input type="checkbox"/>
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Say briefly why you are interested in this appointment and how you see yourself fulfilling the role:



Reference one - your current or recent employer Section 12a

Title

Address

Business/organisation name	<input style="width: 100%;" type="text"/>
Street	<input style="width: 100%;" type="text"/>
Town	<input style="width: 100%;" type="text"/>
Country	<input style="width: 100%;" type="text"/>
Post code	<input style="width: 15%; height: 20px;" type="text"/>

Telephone number  Fax number

Context in which this referee knows you:

May we approach your present or recent employer for a reference before the interview?

Yes  No

Reference two Section 12b

Title

Address

Business/organisation name	<input style="width: 100%;" type="text"/>
Street	<input style="width: 100%;" type="text"/>
Town	<input style="width: 100%;" type="text"/>
Country	<input style="width: 100%;" type="text"/>
Post code	<input style="width: 15%; height: 20px;" type="text"/>

Telephone number  Fax number

Context in which this referee knows you:

May we approach this referee before the interview?

Yes  No

**No confirmed offer of employment will be made until two satisfactory references have been received**

Moore Stephens carries out pre-employment screenings including but not limited to CRB and credit checks before any confirmed offer of employment will be made.

Dates of when you are NOT available for interview. We cannot undertake to avoid these dates but will try to do so.

Please provide dates of any pre-booked holidays. We will try to honour these dates if we are informed at the interview stage.

How did you find out about this job vacancy?

Current staff member	<input type="checkbox"/>	Our website	<input type="checkbox"/>	Social media	<input type="checkbox"/>
Newspaper	<input type="checkbox"/>	Job centre	<input type="checkbox"/>		
Other (please state):				<input type="checkbox"/>	

Completion of this section is not mandatory and is entirely voluntary. Any information given will not be used when evaluating your job application with Moore Stephens Isle of Man and is used purely for market research purposes.

- I declare that all information given is correct. Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where discovery is made after appointment, in summary dismissal.
- If filled in online you will be asked to sign the form at your interview, otherwise please print and sign.
- I declare the information on this form is correct and I have omitted nothing that, to the best of my knowledge, might affect this application.

Signature **X**

Date (DD:MM:YY)

Print name:

## Data Protection Act

Moore Stephens Isle of Man will use the information provided for the purpose of administering your application during the recruitment process. The HR department will have sight of the information and this will be passed to interviewers and potential line managers. If you are successful in your application this information will be transferred to your formal employment record where data will be held in electronic and paper form, including your personal details, academic and employment history. Otherwise, your application details will be destroyed.

### Contact us

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