



EMPLOYMENT APPLICATION FORM

Butterfield Bank (Guernsey) Limited

Mailing Address:

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Guernsey, GY1 3AP Channel Islands

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This form should be completed in block capitals in the applicant's own handwriting. Please try to answer all questions and if a question does not apply, insert N/A.

If there is insufficient space for any of your answers please use an additional sheet of paper.

1 Surname:

Full forename(s):

2 Permanent address:

Telephone (Home):

(Office):

3 Date of birth:

Age:

Place of birth:

Guernsey housing status (e.g. local, licence holder, open market, etc.)

4 Name and address of next-of-kin:

Relationship to you:



5 Education (Please give details of schools, colleges, etc., with results of O Levels/GCSEs and A Levels or similar examinations taken, and details of examinations to be taken).

Secondary school

From

To

Examinations

Results

Date

University/College

From

To

Course

Qualifications Achieved



- 8 Membership of professional institutions, associations, etc:
- 9 Has any professional body at any time, taken any regulatory action against you? If so, please provide details:-
- 10 Knowledge of any languages other than English, with indication of standard:
- 11 Employment record:
Present (or most recent) employer:
Address (if not already stated):

Nature of employer's business:
Date of commencement of employment:
Your job title: list details of responsibilities since joining:

Reason for leaving:



12 Previous employment: (most recent employer first)

1. Employer From To

Position/dates:

Reason for leaving:

2. Employer From To

Position/dates:

Reason for leaving:

3. Employer From To

Position/dates:

Reason for leaving:

(Please attach further details on a separate sheet if necessary)

13 Information concerning achievements and responsibilities in any previous employment and any special skills you possess. Do any of the attributes make you particularly suited to the post applied for?

14 Details of any interests, hobbies, recreations or responsibilities that you have outside your employment:



DECLARATION

By completing and returning this Application Form I hereby declare that the information given above is correct in all material respects and understand that it will be relied upon by Butterfield Bank (Guernsey) Limited in deciding whether to offer me employment.

In addition, I also hereby declare that I do not now, nor have ever, been convicted of any criminal acts and do not have a criminal record. I understand that I will be required to produce a Police Clearance Certificate prior to the commencement of any employment with the Butterfield Bank Group.

Please note that Butterfield Bank (Guernsey) Limited is a non-smoking organisation.

Data Protection

In accordance with the Data Protection (Bailiwick of Guernsey) Law, 2001, the data provided within this form will be used and stored as follows:-

Successful candidates will have their forms scanned into the Bank's document management system (iManage) and as soon as they commence employment, they will be given access rights to this and all other documents held electronically in their name.

Unsuccessful candidates' data (Application Form, CV and Interview Notes) will be held in hard copy for 6 months, after which time they will be destroyed.