



Job Application Form

Governance and Compliance Assistant

1. Your details

Name:

Email:

Phone number:

2. Education and training

Highest level qualification (if A level/GCSE/equivalent please list):

Highest English qualification achieved (grade and level):

Highest Math qualification achieved (grade and level):

3. Current or most recent employer

Name of employer:

Address:

Postcode:

Job title:

Pay:

Start and leave dates:

Reason for leaving:

Main duties:

- a.
- b.
- c.
- d.

4. Previous employers

Give details of employers where you performed a similar role to the Governance and Compliance Assistant role being applied for:

5. Supporting information

- a. What is your interest in London Treasury Limited in general:
- b. What is your interest in the Governance and Compliance Assistant role in particular:
- c. Which discipline most interests you in respect of professional development:
- | | |
|------------|--------|
| HR | YES/NO |
| Governance | YES/NO |
| Compliance | YES/NO |
- d. Have you used online portals in respect of:
- | | |
|----------------------|--------|
| HR | YES/NO |
| Governance | YES/NO |
| Compliance | YES/NO |
| Other (please state) | ----- |
- e. Have you maintained any of the following registers:
- | | |
|---|--------|
| Register of members | YES/NO |
| Register of people with significant control | YES/NO |
| Register of directors | YES/NO |
| Hospitality register | YES/NO |
| Other (please state) | ----- |
- f. Have you undertaken due diligence checks on individuals YES/NO
- g. Have you made statutory filings with Companies House YES/NO
- h. Have you made regulatory filings with the FCA YES/NO
- i. Please tell us why you applied for this role and why you think you are the best person for the job. (Min 200 words, max 500 words).

j. Please indicate your proficiency in respect of the following Microsoft applications:

Word Beginner/Intermediate/Advanced

Excel Beginner/Intermediate/Advanced

PowerPoint Beginner/Intermediate/Advanced

6. Interview arrangements and availability

If you have a disability, please tell us if there are any reasonable adjustments we can make to help you in your application or with our recruitment process.

When are you available to start work and what is your current notice period?

Applications are due to be received by us before midday on the 20 January 2025 and we are planning to hold interviews week commencing 03 February 2025.

7. Working arrangements

Are you eligible to work in the UK: YES/NO

If you require a work permit please confirm its renewal date: _____

The Company operates a hybrid working policy. All employees are able to work from any of 3 London offices on a full-time basis and are required to attend the office at least twice per week. All employees attend the office for a monthly anchor day. Please confirm if you will require any reasonable adjustments in respect of these arrangements: YES/NO

8. Declaration

I confirm the information and personal data provided in, and in support of, this application is accurate and complete.

I consent to and am aware of the following;

- The processing of my personal data will be accordance with the requirements of this particular recruitment;
- this role is subject to due diligence checks, including but not limited to, reference, adverse financial, data barring service, identity and right to work checks and that these checks may be undertaken at an appropriate time, of which I will be made aware, during the recruitment process;
- my personal data will be retained for up to six months following the end of the recruitment or for the duration of my employment should I be successfully recruited to this role;
- access to my personal data will be restricted to the recruitment panel;

- my personal data will be securely held in restricted files accessible only by the recruitment panel and safely and securely destroyed at the end of the retention period;
- my personal data will not be shared with any third parties.

Name:

Signature:

Date:

London Treasury Limited reserves the right to extend or shorten the recruitment period.

If you have any questions in respect of this recruitment or the use and storage of your personal data please contact Isabelle Pocock, Company Secretary and Head of Governance at isabelle@londontraesury.org