

Background Vetting Form — Fidelity Ireland

Documents to have ready

- Identification;
 - Passport, License and/or proof of Visa (IRP card).
 - Education; Certificates/Degrees and specifically marksheets and transcripts for all years.
- Proof of Employment; please provide two of the following documents for each employer listed;
 - Offer letter, leavers letter, official reference letter and/or payslips or taxation certificates (confidential information i.e., exact pay/tax may be redacted).

Tips on completing the form successfully

- Please ensure you include a complete 5 year history of education/employment. Any gaps due to unemployment/travel/illness/etc. in the last 5 years can be listed under the 'period of unemployment' section.
- When listing 'previous employment' please ensure that you include a contact name and email address in either 'company name' or 'reason for leaving' after you have answered the title of the box.
- Please do not use any abbreviations for colleges/schools or previous employers.
- Please note the exact qualifications that you have obtained, rather than the qualification you may be currently pursuing. Our interest here is to accurately verify the qualifications you have successfully completed.
- 'Previous Addresses' also require a complete 5 year history with no gaps.
- Under 'Additional Information' please answer all questions fully and truthfully.
- Please ensure that you set the final answer to "Yes, I Agree".
- Please ensure that all attachments emailed to the team are in PDF or JPEG format.
- If you are unable to provide all relevant information in the form or have any questions, please reach out to fidelityireland@fmr.com

Background Vetting Form — Fidelity Ireland

Please ensure that you complete this form in full and with comprehensive details. Incomplete information will slow down our ability to onboard you to Fidelity systems and payroll.

The information provided on this form will be held and processed digitally in connection with your application for the assignment. If you are unsuccessful with your application on this occasion, the information may be used to contact you regarding any future assignment opportunities. You must provide complete, honest, and accurate information, and any findings to the contrary may result in the withdrawal of an offer or, if an assignment has commenced, dismissal.

Fidelity Investments is committed to maintaining the confidentiality, integrity, and security of personal information. For more information, please visit our privacy policy on the Fidelity Careers site.

You are informed that you have a right of access, rectification, and deletion with respect to your personal data. To exercise this right, you may contact the Human Resources Team, FISC-Ireland Ltd, 1 Waterside, Kingswood Avenue, City West Business Campus, Dublin 24.

Refusal to provide answers to the sections will prohibit us from progressing your application.

PERSONAL INFORMATION

Legal First Name

Legal Middle Name

Legal Last Name

Suffix (Examples: Jr., III, M.D., etc.)

Previous Names (List all previous names, including maiden names.)

Gender

Date of Birth (DD/MM/YYYY)

Place of Birth

CURRENT ADDRESS

Address

City

County/Province

Postcode

Country

Date From (MM/YYYY)

PREVIOUS ADDRESSES (Include a five-year history or two years if you are interning with us.

Address

City

County/Province

Postcode

Country

Date From

Date To

Address

City

County/Province

Postcode

Country

Date From

Date To

Address

City

County/Province

Postcode

Country

Date From

Date To

Address

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Date From

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Date To

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Date To

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City

County/Province

Postcode

Country

Date From

Date To

Address

City

County/Province

Postcode

Country

Date From

Date To

TELEPHONE NUMBER

email address

Phone

Please provide your valid passport number and issuing country.

Do you have a valid work permit?

If you have a valid work permit, please provide expiration date (DD/MM/YYYY).

EDUCATION, QUALIFICATIONS, CERTIFICATIONS, AND LANGUAGES DETAILS

- Please ensure that you document both the start and finish date of the course of study.
- Please include studies that you have in progress and the anticipated completion date.
- Document the full school or university name (e.g., "University of Limerick", "National University Ireland, Galway").
- Include the full address and, where relevant, include your Eircode (e.g., "Athlone" is not sufficient).
- State the proficiency grade and full title of the qualification (e.g., "Leaving Cert" is not sufficient).
- Please state the equivalent level within the Irish National Framework of Qualifications

Date From/To (MM/YYYY)	Awarding Institution	Address (Street & City, County/Province, Country)	Qualification Gained (Degree Earned and Major Studied)	Years Completed	Did you graduate?
From			NFQ Level		
To					
From			NFQ Level		
To					
From			NFQ Level		
To					
From			NFQ Level		
To					
From			NFQ Level		
To					

EMPLOYMENT DETAILS

- No contact will be made with your current employer until you have returned the signed acceptance of our offer AND you have provided permission below.
- Please list your employment history in REVERSE chronological order, covering the last five years.
- If there are any gaps between your periods of employment, please provide full details in the Periods of Unemployment section.
- If you were contracting please note the name of the specific agency you were contracting through

Current/Most Recent Employer

May we contact your current employer?

If "Yes," on what date?

Company Name

Contact Name and Email

Full Postal Address

City

County

Postcode

Country

Period of Employment (MM/YYYY)

Date From

Date To

Employee ID

Position or Title

Reason for Leaving

Previous Employment

Company Name

Contact Name and Email

Full Postal Address

City

County

Postcode

Country

Period of Employment (MM/YYYY)

Date From

Date To

Employee ID

Position or Title

Reason for Leaving

Previous Employment (continued)

Company Name

Contact Name and Email

Full Postal Address

City

County

Postcode

Country

Period of Employment (MM/YYYY)

Date From

Date To

Employee ID

Position or Title

Reason for Leaving

Company Name

Contact Name and Email

Full Postal Address

City

County

Postcode

Country

Period of Employment (MM/YYYY)

Date From

Date To

Employee ID

Position or Title

Reason for Leaving

Periods of Unemployment (include the last five years)

From

To

Please explain what you did whilst unemployed and, where applicable, provide the address of the unemployment office at which you were registered.

Additional Information

1. Have you ever worked for any Fidelity company before (regular, temporary, or contractor)?

If yes, give full details.

2. Are you or have you been registered with any Financial Regulatory Authority or professional body?

If yes, please provide full details, including the name of the regulatory or professional body, dates (from and to), and registration number.

3. Have you ever been refused or had a licence or authorisation to conduct investment business withdrawn?

If yes, give full details.

4. Are you currently a director of a company which is not part of the Fidelity Group?

If yes, please provide full details, including the company name, registration number, and nature of business.

5. Do you undertake any paid or unpaid work or have any involvement in activities, which may be viewed as a "conflict of interest" to Fidelity?

If yes, please provide full details.

6. Have you ever been convicted of any offence involving theft, fraud, false accounting, or other dishonesty? Are you the subject of any criminal proceedings?

If yes, please provide full details.

7. Have you ever been or are you in the process of being declared bankrupt?

If yes, please provide details, including dates and circumstances.

Additional Information (continued)

8. Have you, either in a personal capacity or as a director of a company, ever sought the protection of the Courts in respect of debts?

If yes, please provide full details.

9. Have you been a defendant in any civil proceedings, including judgement of debts or arbitration (other than as a witness or a member of a jury), either in Ireland or elsewhere?

If yes, please provide full details.

10. Have you ever been refused entry to any profession, or been dismissed or requested to resign from any office, employment, or fiduciary office, or position of trust, whether or not remunerated?

If yes, please provide full details.

Thank you for completing the Background Vetting Form. Prior to submission, please review your information for accuracy and completeness.

DECLARATION

In processing your application for an assignment with Fidelity Investments and, if successful, during the course of your assignment, references will be obtained and background searches conducted and reports obtained. By signing this form, you authorise Fidelity Investments and its agents to conduct enquiries and obtain reports as may be necessary, at Fidelity Investments' discretion. This may include, inter alia, the procurement in any jurisdiction (including countries outside the EU) of any investigative and consumer credit reports, criminal records, employment and academic references, as well as other information regarding your background, character, legal history, health, and creditworthiness. If credit reference agency searches are made, the credit reference agency may record that a search has been made.

I certify that the information contained on this form, and any attachments, is complete and accurate to the best of my knowledge. I understand that my assignment is conditional upon references and background reports being obtained by, and to the satisfaction of, Fidelity Investments, and that any adverse information that is discovered may result in revocation of an offer or, if discovered after my assignment commences, may lead to disciplinary action up to and including dismissal. I authorise Fidelity Investments and its agents to verify the information I have provided on this form and on any attachments that I provide. I understand that I may be required to provide additional information to that already provided on this form. I authorise all persons who may have information relevant to this enquiry to disclose it to Fidelity Investments or its agents. I release Fidelity Investments and all persons and agents from any and all liability which could result, either directly or indirectly, from the disclosure of information by a third party to another third party in response to Fidelity Investments' enquiries.

I understand that "Fidelity Investments" means Fidelity Management & Research LLC, established in the United States, and Fidelity International Limited, established in Bermuda, and their respective subsidiary companies and affiliates.

YOU ARE REQUIRED TO COMPLETE THIS SECTION OF THE FORM IF YOU ARE A UNITED STATES CITIZEN, HAVE BEEN A RESIDENT IN THE UNITED STATES DURING THE PAST FIVE YEARS, OR HAVE BEEN EDUCATED IN THE UNITED STATES.

UNITED STATES FAIR CREDIT REPORTING ACT

Disclosure required by the Fair Credit Reporting Act:

For assignment purposes, Fidelity may, at any time, obtain consumer reports which include information regarding your financial and credit record, character, general reputation, and personal characteristics.

Name		Social Security Number	
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If any detrimental information is found in the credit report, the FCRA requires us to send a copy of the report to your home address, together with an explanation detailing how to contact the credit bureaus if you have a dispute.

Candidate agrees that the information provided is accurate and in good order and Fidelity agrees this information will be used to conduct the background check

Candidate Signature:

If No, please explain:

Please sign using a stylus or equivalent device, do not use docusign for this form

Signature Date:

We appreciate you taking the time to ensure the information above is accurate and complete and look forward to working with you throughout this process

Fidelity Background Investigations Initials