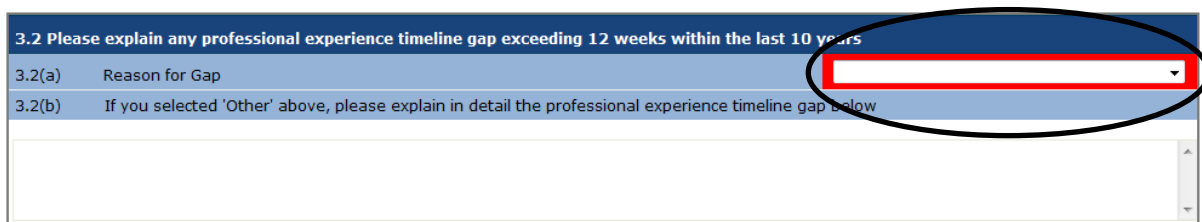


How to: Complete Section 3 of the Individual Questionnaire:

This step-by-step guidance provides information on the process for completing Section 3 of the Individual Questionnaire (IQ), which must be completed to comply with the Central Bank's fitness and probity regime, via the Online Reporting System (ONR).

To complete Section 3, please follow these steps:

- i. Please see **How-to: Access the Individual Questionnaire via Online Reporting** for information on how to access Section 3.
- ii. Section 3 concerns Experience, Qualifications, and Education and is mandatory.
- iii. In Question 3.1, applicants must input their employment history for the last ten years, and any other relevant experience from more than ten years ago. Details should be provided in chronological order commencing with your most recent employer and the associated most recent role with that employer. If the applicant enters an end date for the employment listed, a reason for leaving will be required.
Any gap of more than 12 weeks must be explained by the applicant in Question 3.2.
- iv. In Question 3.3, applicants must enter their education and the end date for it; more than one qualification can be added.
- v. In Question 3.4, applicants can enter their memberships to professional bodies, while in Question 3.5 applicants can add details of any relevant training they have undertaken.
- vi. Once you have completed Section 3, select the '**Save Form**' button. If you have left any mandatory sections blank, you will receive an error message highlighting the section that is blank in red (shown in figure 1.1), and you will be unable to save it until this section has been completed. When it has been saved properly, its Status will have updated from 'Blank' to 'Valid', as shown in figure 1.2.



The screenshot shows a form titled "3.2 Please explain any professional experience timeline gap exceeding 12 weeks within the last 10 years". It contains two sub-questions: "3.2(a) Reason for Gap" and "3.2(b) If you selected 'Other' above, please explain in detail the professional experience timeline gap below". A red box highlights a dropdown menu in the "Reason for Gap" section, which is currently blank. The entire form area is enclosed in a black oval.

Figure 1.1



The screenshot shows a status bar at the bottom of the page. It contains the following information: "Section 3 Professional Experience and Qualifications" (a link), "Valid" (circled in black), "Chris Mills", "25-Jun-2013 (12:03)", and three icons: a printer, a help icon, and a close icon.

Figure 1.2