EXTERNAL

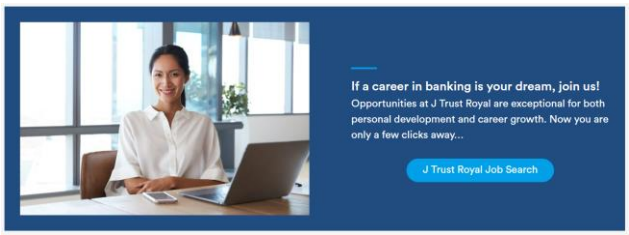
QUICK REFERENCE GUIDE

EXTERNAL CANDIDATE APPLICATION PROCESS

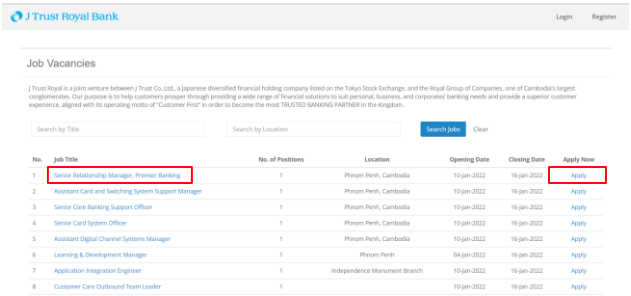
To apply for a job at J Trust Royal, candidate is requested to complete an online job application. Below is a step by step guide on how to submit your online application.

HOW TO APPLY FOR A ROLE AT J TRUST ROYAL

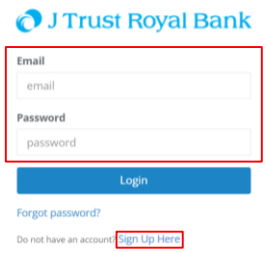
1. Go to J Trust Royal job page: www.jtrustroyal.com
Careers > How to Apply > J Trust Royal Job Search



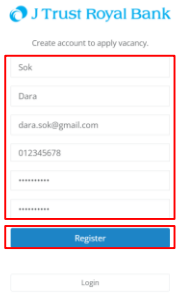
2. All open vacancies display, you can:
   - Click on position title to preview job description
   - Click on '**Apply**' to begin your profile setup



3. Once you click on '**Apply**', it will link you to the login page where you can:
   - Fill login details if you already have account
   - '**Sign Up Here**' if you don't have one

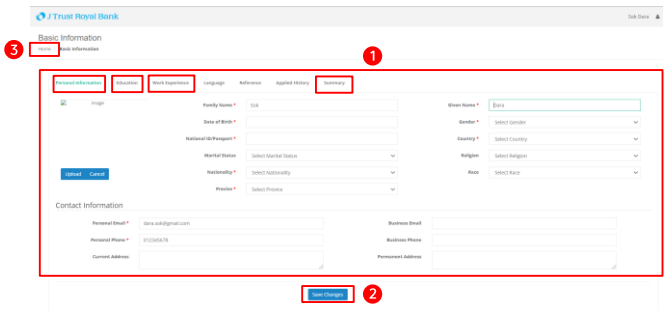


4. Once you click on '**Sign Up Here**', you are required to add few basic information as following.



5. Now your login detail is ready, click '**login**' to proceed further.

6. Now you are at '**My Profile**' page:
   - Complete your **Professional Information, Education, Work Experience** and review the **Summary** once again > Save Change
   - Click on '**Home**' to apply for a position



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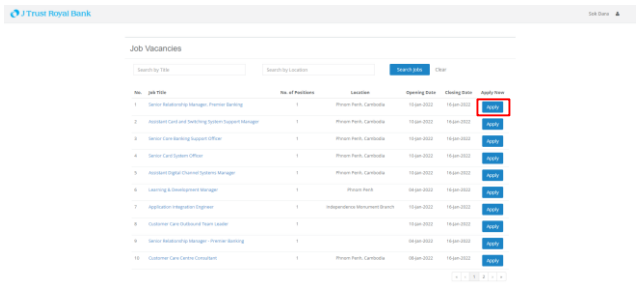
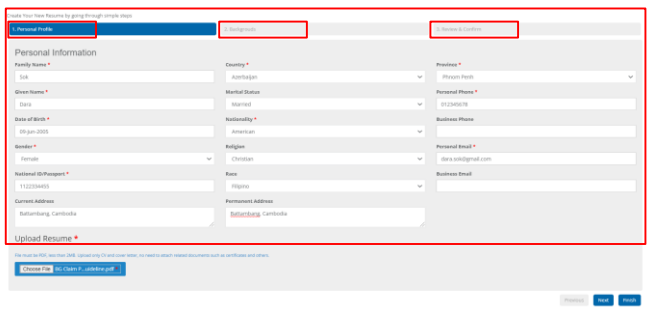
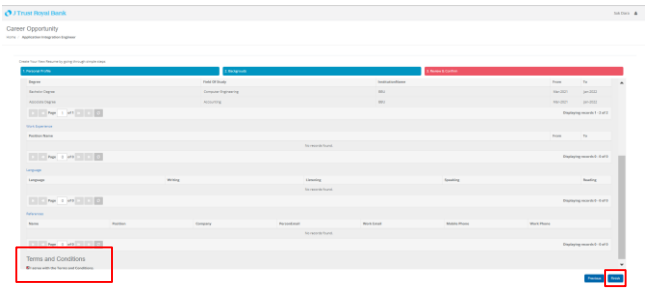
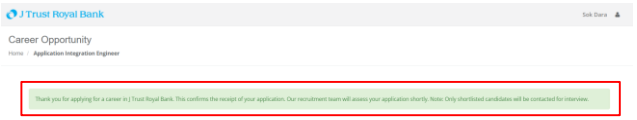
7. All open vacancies display again, now you need to click on '**Apply**' to begin your online application



8. Review your application details including **Personal Information**, **Backgrounds**, and **Review & Confirm**



9. Don't forget to agree on Terms and Conditions by tick on the box below > Finish



10. Once you click on '**Finish**' you will see green dialogue box pop up mention that you application is successfully summitted.