



Career Opportunities At Knill James Job Application Form

This document is strictly private and confidential. Please complete in block capitals and black ink

Position / Post applied for:	Reference number if available:
Date of application:	
Please advise where did you hear of this position / vacancy and give full details of website/newspaper etc:	
Reason for applying:	

1. Personal Information	
Surname:	First name(s):
Title: Mr / Mrs / Miss / Ms / Other:	
Address:	
Town:	
County:	
Daytime Telephone:	Evening Telephone:
E-mail Address:	Mobile Telephone:
May we contact you at work?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any other paid employment?	
Do you hold a full Driving Licence?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have access to a vehicle?	<input type="checkbox"/> Yes <input type="checkbox"/> No
When would you be able to start? Please state month & year	<input type="text"/> Month: <input type="text"/> Year:
Please give details of holidays or other periods when you will not be able to attend an interview:.....	
.....	
.....	

2. Secondary / Further / Higher Education Information (Include information on undergraduate and postgraduate degrees, diplomas, evening and correspondence courses)		
Dates From / To	School / College / University	Qualifications gained stating subjects & grades

3. Professional Qualifications / Membership of Professional Bodies	
Dates From / To	Please supply full details of Professional Bodies and qualifications gained

4. Present / most recent employment
 Please give details of all previous employment starting with your present (or most recent) employer.
 You may wish to include in the statement of support of your application a brief summary of your main duties and responsibilities.

Dates From / To	Employer's Name, address and nature of business	Job Title	Reason for Leaving

Notice Period required

Please give details of current salary (or most recent salary if not currently employed) and benefits package you receive.....

5. Please provide any additional information you feel may aid your application such as relevant skills and experience

6. Tell us a little about yourself

What are your main hobbies and interests?

Where do you see yourself in 5 years time?

What drives you?

7. References

Please provide two employment references including your present employer if applicable. We will not contact your present employer without your prior consent.

Name: Address:	Name: Address:
Position: Contact Telephone: Email Address:	Position: Contact Telephone: Email Address:

8. Additional Information

Chartered and Certified Accountants are excepted under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Do you have any convictions, spent or otherwise? This information is required to enable Knill James to assess whether the conviction(s) presents grounds for not taking your application further.

Do you require a work permit? Yes No

If you do not require a work permit to take up this position, please provide your National Insurance number below. (Please note, you may be asked at interview to produce documentation to verify your permission to work in the U.K.)

9. Declaration

I hereby certify that to the best of my knowledge the details given in this application form are correct. I understand that in the event of my being offered employment with Knill James, any proven falsification, or concealment of any material fact in respect of my application may lead to the firm withdrawing the offer of employment if employment has not yet commenced or disciplinary action and dismissal if employment has commenced.

Data Protection

In accordance with the Data Protection Act 1998, the information provided on this form will be used in the recruitment and selection process and may be disclosed to all those who need to see it. It will also form the basis of the confidential personnel record of the successful candidate.

I hereby declare that to the best of my knowledge, all the information given by me is correct, and that I possess all the qualifications I have listed on this form. I confirm that I do not object to the information collected on this form being transferred onto computer for the purpose of anonymous statistical reporting, in accordance with statutory requirements, and to assist Knill James in equal opportunities monitoring in respect of job applications. I agree that Knill James has the right to validate any of the information provided.

I understand that any false statements could result in my dismissal if appointed. I confirm that I am legally eligible to work in the United Kingdom.

Signature Date.....

**Please send your application form to:
Human Resources Manager
Knill James Chartered Accountants
One Bell Lane
Lewes
East Sussex
BN7 1JU**

**Telephone: 01273 480480
Fax: 01273 476947
Email: careers@knilljames.co.uk
www.knilljames.co.uk**

Please note that receipt of this application will not be acknowledged unless you enclose a stamped addressed envelope. If you receive no further communication within six weeks you may assume that you have been unsuccessful on this occasion, in which case may we take this opportunity to thank you for your interest in the post.

11. Equal Opportunities Knill James is committed to equality of opportunity and welcomes applicants from all sections of the community		
Name:		
Age:	Date of Birth:	
Gender	Male	Female
Do you consider yourself disabled?	Yes	No
Please indicate any special assistance that you may require if selected for interview:		
What is your nationality?		
What is your ethnic group?		
White		
From The UK	Other	
If other white background please specify		
Mixed		
White and black Caribbean		
White and black African		
White and Asian		
Any other mixed background please give details here		
Asian or Asian British		
Indian		
Pakistani		
Bangladeshi		
Any other Asian background please give details here		
Black or black British		
Caribbean		
African		
Any other Black background please give details here		
Chinese or other ethnic group		
Chinese		
Any other ethnic group please give details here		