

# 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:	
Where did you hear of this position/vacancy?	
Reason for applying:	

### 1. Person information

Surname:	First name(s)
Title: Mr/Mrs/Miss/Ms/Other	
Address:	
Daytime telephone:	Evening telephone:
Email address:	Mobile telephone:
May we contact you at work?	
Do you hold a full Driving Licence?	
Do you have access to a vehicle during working hours?	
When would you be able to start employment?	
Please give details of holidays or other periods when you will not be able to attend interview	

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

**2. Please include a copy of your CV, this should include educational and any professional qualifications gained and previous work experience**

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

**4. Additional Information**

Chartered and Certified Accountants are excluded 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) present grounds for not taking your application further.

In accordance with the Immigration, Asylum & Nationality Act 2006, please confirm that you are eligible to work in the UK:

**Please note that should your application progress to interview stages, you will be asked to provide documentation to verify this.**

Are you related to or know anybody who works for Knill James?

**5. 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**

Knill James is committed to protecting the security and privacy of your personal information. Please refer to our applicant privacy notice on our website that details how we collect and use your personal information during the recruitment process, information regarding your rights and our obligations in accordance with the General Data Protection Regulations.

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 and CV. I confirm that I have read and understood the privacy notice and I agree that Knill James has the right to validate any of the information provided.

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

Signed .....

Date .....

**Please send completed application form, marked Private & Confidential to HR Co-ordinator, Knill James, One Bell Lane, Lewes, East Sussex, BN7 1JU or e-mail to [careers@knilljames.co.uk](mailto:careers@knilljames.co.uk). Only shortlisted candidates will be contacted. Whilst we strive to protect your information, we cannot guarantee the security of anything you transmit to us and you do so at your own risk.**