

Career Opportunities at Knill James

Trainee Application Form



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

Please send completed application form to Tracey Tivey, HR Coordinator, Knill James, One Bell Lane, Lewes, East Sussex, BN7 1JU traceyt@knilljames.co.uk

Position/Post applied for:	Reference number if available
Date of application:	
Where did you hear of this position/vacancy?	

1. Person information

Surname:	First name(s)
Title: Mr/Mrs/Miss/Ms/Other	
Address:	
Daytime telephone:	Evening telephone:
Email address:	Mobile telephone:
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	

2. Secondary/Further/Higher Education Information & Professional Qualifications (include information on undergraduate and postgraduate degrees, diplomas, evening and correspondence courses)

Dates From/To	School/College/University	Qualification gained stating subjects and grades

3. Present/most recent employment, please include details of any work experience gained

Please give details of all previous employment starting with your present (or most recent) employer.

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

Continue on a separate sheet if necessary

4. Skills and additional information

Why do you want to pursue a career as an accountant and what do you think a career in accountancy involves?

Please describe an example of a time you have given excellent customer/client service.

Please describe your biggest achievement to date, what was it and why

What skills and attributes can you bring to Knill James?

5. 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.

Do you require a work permit?

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 UK.

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

Do we need to make any adjustments at interview stage to accommodate any disability?

6. 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 provide 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 records 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 statement could result in my dismissal if appointed. I confirm that I am legally eligible to work in the UK.

Signed

Date