

# 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](mailto: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:	
Contact Number:	
Email address:	
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. Please provide details below of any convictions, spent or otherwise you may have. 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?

Please advise if you require any assistance or adjustments at interview stage:

**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 .....