

APPLICATION FOR EMPLOYMENT

CONFIDENTIAL

This information will be used by the company for the purpose of obtaining details it considers to be relevant to the recruitment process. Please ensure that you have completed all sections of the form and return it to **Human Resources Manager, Townends Accountants LLP, Carlisle Street, GOOLE, East Yorkshire, DN14 5DX**

Please note: CVs are not acceptable as a substitute for any part of this form. You may enclose a copy of your CV if you feel it will support your application in any way.

Position applied for:

Part-time/Full time:

Where did you hear about this position?

Personal

Title: Mr/Mrs/Miss/Ms/Other (please specify)

First Names: Address:

Surname

Tel: (home):

Tel: (mobile): Postcode:

Tel: (business):

E-mail:

Do you need a permit to take up employment in the UK? Yes: No:

Do you hold a current driving licence? Yes: Provisional: No:

Do you have any current driving convictions? Yes: No:

If yes, give details:

Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act 1974? If yes, give details:

EDUCATION AND TRAINING

Schools	From	To	Examinations taken (state grades)
College/University	From	To	Courses and Grades
Further education and formal training	From	To	Courses and Grades
Professional membership and qualifications:			
Other relevant courses attended:			

EMPLOYMENT

Current / Most Recent Employment Please give details of your current position / most recent employment

Date of Appointment	Name of employer and nature of business	Position and main duties	Reason for leaving (if applicable)	Present/Last Salary	Is/was the post
From To					Full time <input type="checkbox"/> Part time <input type="checkbox"/>

Previous Employment Please give details of all previous positions (most recent first) held since completing full time education. (Continue on a separate sheet if necessary)

Month & Year From To	Name of employer and nature of business	Position and main duties	Reasons for leaving (if applicable)

References

We will apply for references, which must include your present or most recent employer (or if you are a student, your school or college, and any previous employers in the last 18 months). Please provide any contact names to help us with obtaining this information.

Name:	<input type="text"/>	Name:	<input type="text"/>
Company:	<input type="text"/>	Company:	<input type="text"/>
Address:	<input type="text"/>	Address:	<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
Job Title:	<input type="text"/>	Job Title:	<input type="text"/>
Telephone:	<input type="text"/>	Telephone:	<input type="text"/>
When may we request a reference?	<input type="text"/>	When may we request a reference?	<input type="text"/>

If you are known to either referee under a different name, please specify:

Additional Information

Please use this space to detail what knowledge, skills and experience you have that present you as suitable for this position and state your reasons for making this application. Please include any information that may support your application e.g. past experience gained through paid employment, voluntary work, domestic responsibilities, leisure activities, special interests and training. Continue on a separate sheet if necessary.

General

If offered this position, will you continue to work in any other capacity Yes: No:

Please give details:

Do you have any pre-arranged holiday commitments? Yes: No:

Please give dates:

When would you be available for work?

PLEASE READ THIS DECLARATION BEFORE SIGNING. ANY QUERIES SHOULD BE RAISED WITH THE COMPANY.

I certify that the information on this application form is true and correct to the best of my knowledge and understand that the giving of false or misleading information may result in dismissal.

I understand that any offer of employment is also subject to receipt of references that meet a standard considered suitable by the company.

Note: References will be used to verify information provided on a candidate's CV and this application form and also to obtain other information regarding an applicant's suitability for the post. Any discrepancies identified will be raised with the candidate prior to taking any action.

Should you be successful with this application, we will retain this form on your personnel file for the duration of your employment with the company and for a period of 6 years after leaving our employment. Should you be unsuccessful with this application this document will be destroyed by the company after six months of our notification to you.

Signed:

Date: