

# APPLICATION FOR EMPLOYMENT

Please complete this form in your own handwriting



**hillierhopkins** LLP

Chartered Accountants and Tax Advisers

Position applied for

Surname

Title

Forenames

Address

Home Telephone No.

Business No. (if convenient)

Mobile No.

Post code

Source of application

E-mail address

Do you require a work permit?

Yes / No

Are you able to provide proof of your legal entitlement to work in the UK?

Yes / No

Notice required by present employer

Salary expectations

## Education and Qualifications

Secondary School

From

To

Examinations taken - Results - Grades

University/College

From

To

Subjects studied - Examinations taken - Results (Hons/level attained)

## Other Skills & Qualifications

Any other skills or qualifications which may be relevant

Computer literacy (Please specify software & indicate level of competence where 1 = basic, 5 = advanced)

Membership of professional bodies

**Employment History****Present (Last) Employment Details**

Name and address of employer	
Nature of business	
Position(s) held	
Summary of nature of your work and responsibilities	
Achievements	
Dates employed	From: _____ To: _____
Salary and benefits	
Reasons for leaving	

Are you required to reimburse your employer for any costs (i.e. training)? If yes please give details.

**Previous Employment Details** (starting with most recent) Continue on a separate sheet if necessary

Name and address of employer	
Nature of business	
Position(s) held	
Summary of nature of your work and responsibilities	
Achievements	
Dates employed	From: _____ To: _____
Salary and benefits	
Reasons for leaving	

**Previous Employment Details** (Continue on a separate sheet if necessary)Name and address  
of employer

Nature of business

Position(s) held

Summary of nature  
of your work  
and responsibilities

Achievements

Dates employed

From:

To:

Salary and benefits

Reasons for leaving

**Other Information**Please give details of any other information which may support your application  
(eg. other achievements, hobbies, voluntary work, etc)**Additional Information**

Are you in good health?

Yes / No

How many days absence have you had in the last two years?

Are there any disabilities which may affect your application?

Yes / No

If yes, please give details of any adjustments that we could make to the job / environment to enable you to do the job.

Have you been convicted of a criminal offence which is not legally spent?  
(Declaration subject to Rehabilitation Of Offenders Act 1974)

Yes / No

(If yes, before you can be offered a position you will be required to submit written details which will be treated in the strictest confidence).

Do you hold a current driving licence? Yes / No

Do you own a car? Yes / No

**References** All appointments are subject to the receipt of satisfactory references. Please provide details of two appropriate work referees to whom confidential enquiries may be made. One reference should be from your current or most recent employer.

Name	Name
Company name, address & telephone number	Company name, address & telephone number
Relationship to you	Relationship to you

Please state briefly why you have applied for this post, including past achievements and experience and personal qualities relevant to your application and what contribution you would expect to make to the post.

**Declaration**

I declare that to the best of my knowledge and belief that all the particulars I have given are true and complete. I understand that any false declaration or misleading statement or any significant omission may disqualify me from employment or render me liable for dismissal.

I give my consent for my personal information to be processed in relation to my application for employment in line with the requirements of the Data Protection Act. I understand the information given in this form will only be used by the Company in relation to my application for employment. By signing this declaration I am giving my express consent for you to retain and process this information under the Data Protection Act 1998.

Signed:

Dated:

*Please return completed form to:*

**H R Department, Hillier Hopkins LLP  
Charter Court, Midland Road, Hemel Hempstead, Hertfordshire HP2 5GE Tel: 01442 269341**