

Please use CAPITAL LETTERS

EMPLOYMENT APPLICATION FORM

THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN STRICT CONFIDENCE

Post you are applying for:	
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SECTION 1: PERSONAL DETAILS

Last Name:		First Name:	
Other Names:			
Former Names:			
Address:			
Postcode:		D.O.B:	
Home Telephone No:			
Mobile Telephone No:			
Email Address:			
National Insurance No:			

Are you free to take up employment in the UK with no current immigration restrictions?	Yes ☐	No ☐
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SECTION 2: EMPLOYMENT HISTORY

Name of Employer and address of Employer:	From:	To:	Job Title:	Reason for Leaving:

Please continue on a separate sheet if necessary.

Please tell us about any gaps in your Employment History		
From:	To:	Reason:

Please continue on a separate sheet if necessary.

SECTION 3: EDUCATION

Qualifications obtained from Schools, Colleges and Universities. Please list highest qualification first.

6 th Form/College or University:	Course	Qualifications and grades obtained
School:	Subjects:	Qualifications and grades obtained

Please continue on a separate sheet if necessary.

SECTION 4: PROFESSIONAL QUALIFICATIONS

Please provide details of any training courses that may be relevant to the post you are applying for:

Name of the Course:	From:	To:	Provider

Please continue on a separate sheet if necessary.

SECTION 5: PERSONAL STATEMENT

Abilities, skills, knowledge and experience.

Please use this section to explain in detail how you meet the requirements of the position – personal strengths/weaknesses/experiences. If you are or have been involved in voluntary/unpaid activities, please also include this information in no less than **250 words**:

Please continue overleaf as necessary.

PERSONAL STATEMENT/ CONT**Abilities, skills, knowledge and experience.****SECTION 6: REFERENCES**

Please provide the names and contact details of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your **two references are**:

REFERENCE 1:		REFERENCE 2:	
Name:		Name:	
Position (job title):		Position (job title):	
Work Relationship:		Work Relationship:	
Organisation:		Organisation:	
Address:		Address:	
Postcode:		Postcode:	
Telephone No:		Telephone No:	
Email Address:		Email Address:	

Can we approach your present referee for a reference before the interview?

Yes ☐No ☐

Can we approach your present referee for a reference before the interview?

Yes ☐No ☐

SECTION 7: DECLARATION

Statement to be Signed by the Applicant

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

I hereby certify that:

- **All the information given by me on this form is correct to the best of my knowledge**
- **All questions relating to me have been accurately and fully answered**
- **I possess all the qualifications that I claim to hold**
- **I have read and, if appointed, am prepared to accept the conditions set out in the conditions of employment and the job description.**

Signed:

Date:

Accountancy Learning acknowledges the duty of care to safeguard and promote the welfare of apprentices and young people and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and DfE requirements. The policy recognises that the welfare and interests of apprentices and young people are paramount in all circumstances. It aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socioeconomic background, all apprentices and young people are protected from abuse whilst participating in an Accountancy Learning apprenticeship programmes.

RETURNING THIS FORM

By Hand or Post

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Exeter
EX1 1QT

By E-Mail

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(and copying in: prue@accountancylearning.ac.uk)

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