

Chavereys

CHARTERED
ACCOUNTANTS

Job Application Form

Title of position
applied for :

Date:

PERSONAL DETAILS (BLOCK CAPITALS PLEASE)

Surname: (Mr/Mrs/Ms/Miss/Other-specify)	Forenames:
Address:	Home Tel No.:
	E-mail address:
	Mobile Tel No:
	National Ins. No:

EDUCATION & PROFESSIONAL QUALIFICATIONS

Secondary Schools; Colleges; University	Examinations taken	Result
Professional Qualifications currently held:		
Other relevant Educational or Training Courses:		

CURRENT OR MOST RECENT POSITION

Job Title:	Salary:
Name & Address of Employer:	Type of business:
	Start date:
	End date: (if applicable)
Please give details of your responsibilities, who you report to (eg Supervisor, Manager, Partner, etc) and good and bad points about the role:	
Reason for leaving or wishing to leave:	

PREVIOUS EMPLOYMENT

Name & Address of Employers	Job Title	Dates		Reason for leaving and final grade/salary
		From	To	

CONSIDERATION FOR POSITION

Please explain why you think you should be considered for the job, what relevant experience/interests you have and give details of any relevant achievements or qualifications.

Where did you see this vacancy advertised?

OTHER INFORMATION

Leisure interests/activities:

Do you hold a current driving licence? YES/NO	Do you own a car? YES/NO
---	--------------------------

HEALTH
Please state the number of days sickness absence in the last 2 years:

REFERENCES

Names and addresses of two referees, one of whom should be your current or most recent employer (if applicable):

Name: Address: Tel No: Email Address:	Name: Address: Tel No: Email Address:
Please indicate if we may contact them prior to interview YES/NO	

DECLARATION

I declare that the information given is true and correct. I give my consent to my referees being contacted as indicated and for details of any sickness absence over the last 2 years to be obtained.

SignedDateName

Thank you for completing this application. Please return to: Karen Thompson Chavereys, Mall House, The Mall, Faversham, Kent, ME13 8JL	Data Protection Act 1998 The use of information provided on this form will comply with the requirements of the above Act. It may be processed by computer and is required for operational, managerial information and associated purposes relevant to the maintenance of the Department's systems. Such data may also be used to produce depersonalised statistics.
--	---

Recruitment Monitoring Form (Confidential)

Chavereys is committed to Equal Opportunities in Employment. In order to ensure the effectiveness of this policy, all applicants are asked to provide the following information. Any information given will be treated in the strictest confidence, and will be used solely for the purpose of monitoring.

THERE IS NO NEED TO PUT YOUR NAME ON THIS QUESTIONNAIRE.
IT IS INTENDED TO BE AN OVERALL REPRESENTATION OF APPLICANTS DETAILS AND WILL NOT BE USED IN CONNECTION WITH THE APPLICATION SUBMITTED.

APPLICATION DATE:

POST TITLE:

Please tick the appropriate box

GENDER: Male Female

AGE: 16-20 21-30 31-40 41-50 51-60 61-65

ETHNIC ORIGIN* I would describe my ethnic origin as:

(a) **WHITE**
British Irish Any other white background (please specify):

(b) **MIXED**
White & Black Caribbean White & Black African White & Asian
Any other mixed background (please specify):

(c) **ASIAN OR ASIAN BRITISH**
Indian Pakistani Bangladeshi
Any other Asian background (please specify):

(d) **BLACK OR BLACK BRITISH**
Caribbean African Any other black background (please specify)

(e) **CHINESE OR OTHER ETHNIC GROUP**
Chinese Other

RELIGION: If applicable please state your religion

* Ethnic origin questions are not about nationality, place of birth or citizenship. They are about colour and broad ethnic group. UK citizens can belong to any of the groups indicated.