

Surname Mr/Mrs/Ms/Miss

Forenames

Address (Home)

..... Post Code

Telephone Dates at this Address

Address (Term-Time)

..... Post Code

Telephone Dates at this Address

Dates not available for Interview (i.e. Exams)

E-mail address Place of Birth

Nationality Do you require a permit to work in the UK?

Are you able to provide proof of your legal entitlement to work in the UK? Yes / No

How did you hear of Hillier Hopkins LLP?

Do you hold a current UK driving licence? Do you own a car?

OTHER INFORMATION

Have you been convicted of a criminal offence which is not legally spent? Yes / No
(Declaration subject to Rehabilitation Of Offenders Act 1974)?

(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).

EXTRA CURRICULA ACTIVITIES AND OFFICES HELD School/College/University

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CURRENT INTERESTS AND ACTIVITIES

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EDUCATION	School/College/University	DATES	
		From	To
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EXAMINATIONS (Include details of all attempts)

GCSE (or equivalent) (All passes and failures should be listed) Subject	Date Sat	Grade	Subject	Date Sat	Grade
	1.....				6.....
2.....			7.....		
3.....			8.....		
4.....			9.....		
5.....			10.....		

A LEVEL (or equivalent) Subject	Date Sat	Pass/Fail	Grade	
			Achieved	Expected
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DEGREE

Course Title BA/BSc

Main Subject

Honours/Other

Class Awarded Expected Failed

PROFESSIONAL & FURTHER EXAMINATIONS

Examination	Body/Subject	Pass/Fail/Expected Grade	Attempts	Date
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VACATIONS/PART-TIME WORK State briefly how you have spent your vacations and give details of part-time work

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

CAREER Why do you wish to be a Chartered Accountant?

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Why do you feel suited to this company?

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What are your career aspirations?

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OTHER SKILLS i.e. fluent languages, computers, typing etc.

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ADDITIONAL INFORMATION RELEVANT TO THIS APPLICATION

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REFERENCES All appointments are subject to the receipt of satisfactory references. Please provide details of two people to whom we may apply for references - one academic and one personal but not a relative.

Academic		Personal	
Name	Occupation	Name	Occupation
Address and telephone number		Address and telephone number	
No references will be sought without your prior agreement			

Declaration

I declare that to the best of my knowledge and belief 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
Radius House, 51 Clarendon Road, Watford, Herts WD17 1HP Tel: 01923 232938