

## APPLICATION FORM

Please complete this form in your own handwriting, using black ink, as the form may be photocopied.  
All the information will be treated in confidence.

### PERSONAL DETAILS

Surname Mr/Mrs/Ms/Miss/other

Other names

Permanent address and telephone number	Term time address and telephone number (give dates)
Date of Birth	Nationality  Do you need a work permit?
Please detail any permanent illness or disability	
Please give dates when you will NOT be available for interview	
When would you be able to start work  Expected starting salary	

**EDUCATION****SECONDARY EDUCATION**

Schools/colleges attended	From	To
Examinations - Please list all attempts including failures		

Date	Level	Subject	Grade	Date	Level	Subject	Grade

What positions of responsibility did you hold? Eg sports captain, prefect

**HIGHER EDUCATION**

<b>University/college attended</b>	<b>From</b>	<b>To</b>	<b>Result or class of degree obtained/expected</b>
<b>Course title</b>	<b>Principal subjects</b>		<b>Results to date eg Part 1</b>

What exemptions, if any, do you expect to claim from the Foundation stage conversion course?

## OTHER QUALIFICATIONS/SKILLS/EXPERIENCE

Eg fluency in languages, prizes or awards gained, details of residence or travel abroad

## LEISURE INTEREST

Indicate the activities in which you are/were involved and details of any offices held.

## EMPLOYMENT

Previous employment, vacation jobs or work experience

Employer's name	Brief descriptions of duties	Dates/From	To

## ADDITIONAL INFORMATION

Please explain why you wish to train as an accountant, indicating the relevant qualities you possess.

## REFERENCES

Please give details of two people who have agreed to write references. One should comment on your current academic achievements (eg tutor, head teacher) and one should provide a personal reference (they must not be related to you).

<b>Full name and title</b>	<b>Full name and title</b>
<b>Address</b>	<b>Address</b>
<b>Occupation</b>	<b>Occupation</b>

## ETHNIC ORIGIN

The Commission for Racial Equality has requested that employers monitor applicant's ethnic origin and it would therefore be helpful if you would provide the following information:

White	Black other (please specify)	Bangladeshi
Black Caribbean	Indian	Chinese
Black African	Pakistani	Other (please describe)

Signed \_\_\_\_\_ Date \_\_\_\_\_