

AN EQUAL OPPORTUNITY EMPLOYER
 Telephone 020 8527 6912

APPLICATION FOR EMPLOYMENT - CONFIDENTIAL

Position applied for:	Closing Date
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CVs will not be accepted as a substitute to this form. **Please complete in your normal handwriting**. If this is not possible due to a disability, please contact us for a suitable alternative application form. All forms should be signed and returned by the closing date. Information provided on this form will be used for the short-listing process. It is therefore your responsibility to ensure that you demonstrate, on this form, how you meet the criteria set out in the Employee Specification for the post. Jackson & Jackson Accountants Limited reserve the right to exclude any application from the short listing exercise when the instructions outlined on this form have not been followed.

1. PERSONAL DETAILS

Surname	Forenames	Title	(Mr/Mrs/Miss/Ms/Other)
Address	Telephone No. (Evening)		
	Telephone No. (Day)		
	Date of Birth		
Post Code	National Insurance No.		

2. DISABILITY AND ARRANGEMENTS FOR INTERVIEW

Do you consider yourself disabled? Yes No

If so, do you require any arrangements to assist you if called for interview? Yes No

If yes, please state the arrangements which would be needed for you to attend

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3. HEALTH

Applicants called to interview may be asked to complete a health questionnaire and may be required to undergo a medical examination. A disability or health problem does not preclude full consideration for employment.

How many days have you been absent from work due to illness in the past two years?

Is there any additional information you wish to provide?

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4. CONVICTIONS

Have you been convicted of a criminal offence which is not treated as 'spent' under the Rehabilitation of Offenders (NI) Order 1978? Yes No

If yes, give details

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It should be noted that convictions for offences do not necessarily deter an applicant from obtaining employment.

5. EDUCATION AND QUALIFICATIONS

Secondary Education Please list below any qualifications obtained while in secondary education

Date	Type of examination eg GCE, GCSE etc.	Subject	Result/Grades

Further and Higher Education Please list below any qualifications obtained whilst in further or higher education

Date of Attendance	Educational Establishment	Title of Qualification eg BTEC, BSc Econ, etc	Main Subjects	Result/Grades

6. PROFESSIONAL QUALIFICATIONS AND MEMBERSHIP

Please list below any professional qualifications obtained and/or membership of professional bodies. We will request evidence of your qualifications before making an appointment.

Organisation	Title of Examination, Date and Result	Type of Membership and Joining Date

8. RELEVANT TRAINING

Please give below any relevant training which you have received.

9. IT EXPERIENCE

Please give below details of your experience in word processing, and other computer skills / software with which you are familiar.

10. ADDITIONAL INFORMATION

Please give below any particular skills which you would bring to the post and any other information relevant to your application. This will include your experience, suitability and interest in this position. Short listing and selection will be based on the requirements set out in the person specification. Please address these requirements in your application, drawing on experience at work or in a voluntary capacity. Please continue on ONE additional sheet if required, and ensure your name appears at the top.

11. REFEREES

Please give details of two referees you have worked for, and not related to you, one of which should be your current (or most recent) employer, and covering at least your last four years' employment history. Referees will not be contacted until the interview process is complete, unless agreed in advance with you..

Name:	Name:
Address:	Address:
Phone No:	Phone No:
Relationship:	Relationship:
CAN WE CONTACT PRIOR TO INTERVIEWS? YES <input type="checkbox"/> NO <input type="checkbox"/>		CAN WE CONTACT PRIOR TO INTERVIEWS? YES <input type="checkbox"/> NO <input type="checkbox"/>	

12. DRIVING LICENCE

Do you have a full current driving licence?

Yes

No

Do you have access to a car?

Yes

No

13. DECLARATION

The information given by me on this application is, to the best of my knowledge and belief, true and correct, and I agree that it should form part of the basis of my engagement. I authorise Jackson & Jackson Accountants Limited to check the information I have supplied. I understand that falsification of qualification or information may lead to withdrawal of any offer of employment and/or dismissal without notice. I confirm that I am legally eligible to be employed in the United Kingdom.

Signed:

Date:

14. DATA PROTECTION ACT 1998

The information you have provided on this form will be used to inform the recruitment process. It will be held securely and used in connection with matters associated with employment with Jackson & Jackson Accountants Limited.

All or part of the information provided may be disclosed or supplied to external organisations or bodies for the following purposes;

- The prevention of crime;
- The apprehension or prosecution of offenders;
- The assessment or collection of any tax or duty in any case where failure to disclose would be likely to prejudice any of those matters;
- Data matching initiatives with statutory bodies for the purpose of fraud prevention and detection.

DECLARATION

I am aware that Jackson & Jackson Accountants Limited will create and maintain computer and paper records on me and that these will be processed in accordance with the Data Protection Act 1998 and may be used for the purposes detailed above, both internally within Jackson & Jackson Accountants Limited and to external bodies.

Signed:

Date:

**Return completed form and monitoring information to:
Jackson & Jackson Accountants Limited, 33 Chingford Mount Road, London, E4 8LU**

IMPORTANT CANDIDATE INFORMATION

Notes For Candidates

- 1) Applications will not normally be acknowledged unless a stamped addressed envelope accompanies the completed application form.
- 2) You will only be contacted if you are required to attend an interview.
- 3) You will be notified separately if disclosure information is to be sought from the criminal records bureau.

Equal opportunities in employment

POLICY

It is our policy to ensure that no job applicant or employee receives less favourable treatment on the grounds of race or nationality, sex, sexual orientation, marital status, disability, or religious belief. Selection criteria and procedures are reviewed to ensure that individuals are selected, promoted and otherwise treated on the basis of their relevant merits and abilities.

MONITORING

In order to ensure the continued development of this policy, all applicants are asked to complete the details below. Completion of this form is, however, optional.

I would describe my racial or cultural origin as (please tick one box only):

Bangladeshi

Indian

Black African

Mixed heritage

Black Caribbean

Pakistani

Chinese

White

Any other race or ethnic group, please describe

Sex Male/Female

Date of birth

Nationality

Do you consider that you have a disability? YES/NO (delete as appropriate)

If yes, please specify: