



Hilary Adams
Chartered Accountants
& Tax Consultants

Trainee Application Form

Personal Details

First names

Surname

Title [e.g. Dr, Mr, Ms]

Permanent Address

Correspondence address (if different)

Contact telephone number(s)

email address

Nationality

Do you need a permit to work in the UK? Yes/No

If you have a disability, are there any adjustments we can make to help you at an interview?

How soon could you start if offered a place?

Education & qualifications

Secondary education

Names of schools attended

Examinations taken with level (GCSE, A level, NVQ, etc) and grade (please include failures).

Subject	Level	Grade

Subject	Level	Grade

Further education

University/college attended

Subject

Level

Grade

Other qualifications

Employment History

Employer	Position and responsibilities	Salary	Reason for leaving
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References

Please give details of two people who have agreed to write references for you. One should be from your current educational establishment or employer. The other should provide a personal reference (but must not be related to you).

Employment or educational referee	Personal referee
Name	Name
Job title	Job title
Address	Address

Personal and educational references will be taken up if you are selected for interview. Employment references will not be taken up until an offer is made.

Conviction

Have you any previous convictions? Yes/No

If yes please give details on a separate sheet of paper. Chartered Accountant posts are exempt from the Rehabilitation of Offenders Act 1974. You cannot withhold information about spent convictions.

Additional information

Please give any additional information you think might help your application. Tell us what other skills you have. Tell us about your hobbies and interests.

And tell us why you want to become a Chartered Accountant.

Send the completed form to:

Hilary Adams Ltd
Chartered Accountants
158 High Street
Herne Bay
CT6 5NP

Please mark the envelope "trainee application".

Equal Opportunities

Hilary Adams strongly believes in the principle of equal opportunities. We aim to ensure that neither applicant nor employee is discriminated against, either directly or indirectly, on the grounds of gender, marital or parental status, race, colour, creed or ethnic origin, disability, sexual orientation, or age.

In order to monitor our policy we would be grateful if you could provide the following details. These details will not be part of the selection process. They will be separated from the application form before an interview short-list is made.

The information will become part of our personnel records if you are appointed, but will be used only for Equal Opportunities monitoring purposes. It **will not** be used for future promotion, selection or other purposes.

All information will be treated in strict confidence. We stress that you can choose which, if any, details you provide. Your application will not suffer in any way.

The questions are in line with guidance from the Equality and Human Rights Commission.

Name

Ethnic Origin

Please tick the box that best describes your ethnic origin.

White	<input type="checkbox"/>	Black African	<input type="checkbox"/>	Black Caribbean	<input type="checkbox"/>
Indian	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>
Chinese	<input type="checkbox"/>				
White other	<input type="checkbox"/>	Please give details			
Black other	<input type="checkbox"/>	Please give details			

Disability

Do you consider that you have a health condition or disability? Yes/No

If yes, you may wish to give details.

Marital status

Religion

Sexual orientation

Age 16-25 26-35 36-45 46-55 56-65 over 65