



Trainee Application Form

Please complete this form in BLOCK CAPITALS using BLACK INK (hand written).

Trainee Position Applied For	
AAT / ACA / ACCA / Other*	
Office location: Chepstow / Cardiff	Where did you hear about this position?
Personal Details	
Title:	Surname:
Forename(s):	
Previous names if applicable:	
Term time address:	Home address:
.....
.....
Mobile tel no:	Home tel no:
Email address:	
Eligibility to Work in the UK	
bdhc will require proof of your eligibility to live and work in the UK at interview stage and in any case before employment can be confirmed e.g. a birth certificate, passport and/or any other appropriate document required to confirm your right to work in the UK, as required by law.	
Are you a British subject or a national of any EU Country? Yes / No*	
If not, do you have the right to work in the UK and a current work permit? Yes / No*	
If so, please state the expiry date of your right to work in the UK and / or your work permit:	
Equal Opportunities	
bdhc is an equal opportunities employer. bdhc wishes to ensure that all candidates have a fair opportunity to show their abilities during the selection process. The process is therefore based on your ability to do the job and not on any factor that is irrelevant to the post.	
Do you require any adjustments to be made in respect of the recruitment and selection process on account of a disability? Yes / No*	
If "yes", please provide details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during the recruitment and selection process, and thus meet our obligations under the Equality Act 2010.	
.....	
.....	
.....	
.....	
.....	

*Delete as applicable

bdhc Trainee Application Form – contd.

Competencies

1 Confidence – (circle or highlight the letter of the answer which applies the most).

- A – I am confident in most situations
- B – I am not a confident person
- C – I lack confidence in certain situations

2 Communication Skills – (circle or highlight the letter of the answer which applies the most).

- A – I do not like talking to people I do not know
- B – I enjoy meeting and getting to know new people
- C – I am happy to deal with people as required for my job

3 Responsibilities – (circle or highlight the letter of the answer which applies the most).

- A – I do not have any particular responsibilities
- B – I have responsibilities either at school / university *or* outside of school / university
- C – I have responsibilities both at, *and* outside of, school / university

4 Team Working

Give *one* example of an activity you have carried out as part of a team. This could be at school, at work or as part of a hobby or pastime.

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

What roles can you identify in your team and what role did you play?

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

bdhc Trainee Application Form – contd.

5 Time Planning

How do you normally plan your time?

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

What do you take into consideration when planning your time?

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

6 Other Activities

Describe *one* of your pastimes or favourite activities:

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Why do you do it?

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

bdhc Trainee Application Form – contd.

References

Please give the details of two referees who we may approach. At least one should be an academic reference and the other should be your current or most recent employer (if applicable).

1 Name:	2 Name:
Job title:	Job title:
Business / organisation:	Business / organisation:
Address:	Address:
.....
.....
Telephone No.:	Telephone No.:
E-mail address:	E-mail address:
Length of time known:	Length of time known:
Relationship:	Relationship:

Data Protection / Declarations

Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 1998. Individuals have, on written request, the right of access to personal data held about them.

Declarations

- I hereby give my consent to bdhc processing the data supplied in this application form for the purpose of recruitment and selection.
- I hereby give my consent to bdhc approaching my referees as detailed above now / or subject to offer*.
- I declare that the information given in this application is to the best of my knowledge complete and correct.
- I understand that any false, incomplete or misleading statements or information may lead to my dismissal from bdhc if employed.

Signed: Date:

*Delete as applicable