bdhc-chartered accountants
Business and Taxation Advisors

Application Form

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

Position Applied For

AAT / ACA / ACCA / Other*

Office location: Chepstow / Cardiff

Where did you hear about this position?

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Personal Details

Title: ..... Surname: .....

Forename(s): .....

Previous names if applicable: .....

Term time address: ..... Home address: .....

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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.

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*Delete as applicable

bdhc Job Application Form – contd.

Education & Training

Further / Higher Education

1 University or College attended: .....

Dates (from / to): ..... / ..... Course / Subject: .....

Qualification / Date / Class or Grade: ..... / ..... / .....

2 University or College attended: .....

Dates (from / to): ..... Course / Subject: .....

Qualification / Date / Class or Grade: ..... / ..... / .....

Secondary Education

Schools / Colleges attended: .....

Dates (from / to): ..... / .....

Qualification	Subject	Date	Grade

Other relevant skills including professional training, professional qualifications or work related skills (for example languages, shorthand, etc)

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Professional Memberships

1 Institution / Date of joining / membership no: ..... / .....

2 Institution / Date of joining / membership no: ..... / .....

It is the Firm's policy to verify the qualifications of all successful job applicants and you will be asked at a later stage in the recruitment process to produce original certificates for your highest level or job specific qualifications.

bdhc Job Application Form – contd.

Employment

Current (or most recent) Position

Employer: ..... Job title: .....

Date started: ..... Notice period: ..... Salary: .....

Benefits (if any): .....

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Main duties and responsibilities: .....

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Previous Positions Held (including work experience)

Employer: ..... Job title: .....

Dates (from / to): ..... /..... Salary: .....

Reason for leaving: .....

Main duties and responsibilities: .....

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Employer: ..... Job title: .....

Dates (from / to): ..... /..... Salary: .....

Reason for leaving: .....

Main duties and responsibilities: .....

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bdhc Job 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.

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

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bdhc Job Application Form – contd.

5 Time Planning

How do you normally plan your time?

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What do you take into consideration when planning your time?

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6 Other Activities

Describe *one* of your pastimes or favourite activities:

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Why do you do it?

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bdhc Job Application Form – contd.

Supporting Information

Please give any details you feel are relevant in support of your application including why you are interested in a career in this field, and why you feel you are the right person for a job role at bdhc. Please use and attach additional sheets as necessary:

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Other Information

Do you have a full driving licence? Yes / No*	Do you have the use of a car? Yes / No*

Convictions

If you are applying for a role as a Chartered or Certified Accountant, you are required to declare whether or not you have *any* convictions, criminal charges, summonses, or cautions pending against you, *whether or not your conviction is spent, as* these roles are exempt from the provisions of the Rehabilitation of Offenders Act 1974.

Do you have any criminal convictions, spent or otherwise? Yes / No*

For all other roles, only unspent convictions need to be declared. Spent convictions do not have to be declared as they are not covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Do you have any unspent criminal convictions? Yes / No*

If you have answered yes to either question, please provide details of any criminal convictions:

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bdhc Job 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: .....

Job title: .....

Business / organisation: .....

Address: .....

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Telephone No.: .....

E-mail address: .....

Length of time known: .....

Relationship: .....

2 Name: .....

Job title: .....

Business / organisation: .....

Address: .....

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Telephone No.: .....

E-mail address: .....

Length of time known: .....

Relationship: .....

Data Protection / Declarations

We'll only use the information you've given us on this form to process your application, monitor our equal opportunities and, if you're successful, hold on your employment file, as per the Data Protection Act, GDPR and our Data Protection Policy. Application forms of unsuccessful candidates will be destroyed after 6 months.

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