



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?

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 Job Application Form – contd.

Employment

Current (or most recent) Position

Employer: Job title:

Date started: Notice period: Salary:

Benefits (if any):

Main duties and responsibilities:

Previous Positions Held (including work experience)

Employer: Job title:

Dates (from / to): / Salary:

Reason for leaving:

Main duties and responsibilities:

Employer: Job title:

Dates (from / to): / Salary:

Reason for leaving:

Main duties and responsibilities:

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:	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

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