

Position Applied for

### Personal Details

Surname

Other Names

Address

Place of Birth

Nationality

Work Permit Required Yes  No

NI Number

Telephone Number

Mob Number

Name of Next of Kin in Full

Address

Telephone Number

Mob Number

UK Driving Lic No

Date of Issue

Full or Provisional

## Education

**PLEASE ATTACH COPIES OF YOUR RESULT SLIPS**

Date From	Date to	Institution	Subject	Results
			Degree	
			A-Levels	
			GCSEs	

## Professional Qualification – ICAEW

Date	Subject Paper	*Please indicate results*		
		1st Attempt	2nd Attempt	3rd Attempt
	Accounting			
	Management Information			
	Principles of Taxation			
	Assurance			
	Business, Technology and Finance			
	Law			
	Financial Accounting and Reporting			
	Business Planning			
	Business Strategy and Technology			
	Audit and Assurance			
	Tax Compliance			
	Financial Management			
	Corporate Reporting			
	Strategic Business Management			
	Case Study			

## Professional Qualification – ACCA

Date	Subject Paper	*Please indicate results*		
		1st Attempt	2nd Attempt	3rd Attempt
	FAB Accountant in Business			
	FMA Management Accounting			
	FFA Financial Accounting			
	LW Corporate and Business Law			
	PM Performance Management			
	TX Taxation			
	FR Financial Reporting			
	AA Audit and Assurance			
	FM Financial Management			
	SBL Strategic Business Leader			
	SBR Strategic Business Reporting			
	Optional Papers			
	AFM Advanced Financial Management			
	APM Advanced Performance Management			
	AAA Advanced Audit and Assurance			
	ATX Advanced Taxation			

# Employment History

## Details of your last employer

Date from	Date to	Name, Address & Phone No.	Job Title & Role	Salary
Reason for Leaving				

## Details of last two employers prior to above

Date from	Date to	Name, Address & Phone No.	Job Title & Role	Salary
Reason for Leaving				

Date from	Date to	Name, Address & Phone No.	Job Title & Role	Salary
Reason for Leaving				

## Criminal Conviction

Have you ever been convicted of criminal offense? Yes  No

If yes, please give details

## Other information

Do you have any other commitments which might limit your working hours? Do you have or will engage in any other work besides your duties with this Company?  
E.g. Military Reserve, Judicial, Local Government, Charity work, Children's School hours etc. If yes, please give details and hours worked

Please give details of membership of any Trade Union or Professional Organisations?

If you are successful in your application, when is the earliest you can start?

## Relevant Experience

Please indicate the level of relative experience in the following fields

Considerable	1	Moderate	2	Little	3	Theoretical Knowledge	4	No Experience	Blank
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<b>BOOKKEEPING</b>		<b>AUDIT</b>		<b>INTERNATIONAL WEALTH MANAGEMENT</b>	
Writing up Cash Book		Audits – Medium		Banking	
Bank Reconciliation		Audits – Small		Trust and Offshore Companies	
Sales Ledger		Computer Audit		Other*	
Debtors Control		Audit Supervision			
Purchase Ledger		Management Consultant		<b>PROPERTY</b>	
Creditors Control		Forensic Accounting		Residential	
Wages/PAYE		Other*		Commercial	
Stock Control				Other*	
Nominal Ledger					
Trial Balance				<b>GENERAL INSURANCE</b>	
Other*				Personal	
				Commercial	
				Other*	
<b>FINANCIAL ACCOUNTING</b>		<b>TAXATION</b>		<b>SPECIALIST AREAS</b>	
Accruals/Prepayments		Corporation Tax Computation		Company Secretarial	
Profit/Loss A/C Analysis		Income Tax Computation		Corporate Finance	
Balance Sheet Analysis		Capital Gains Tax		Computer Installation	
Consolidated Accounts		Personal Tax Planning		Staff Supervision	
Statutory Accounts		VAT Planning		Office Management	
Preparation of Accounts		Inheritance Tax Planning		Management Consulting	
Other*		Trustee /Executor Planning		Other*	
		Other*			
<b>MANAGEMENT ACCOUNTING</b>		<b>FINANCIAL SERVICES</b>		<b>IT EXPERIENCE</b>	
Monthly Accounts		Life Insurance		Windows	
Budgeting		Pensions		Excel	
Forecasting /Cash Flows		Private Medical Insurance		Word	
Project Accounting Analysis		Equities & Investments		Outlook	
Variance Analysis		Other*		Internet	
VAT Returns				Sage	
Other*				QuickBooks	
				Networks	
				Xero	
*Please specify any other experience				Other*	

## Skills and Aspirations

Describe what you expect to achieve from the position you have applied for.

What are your career aspirations over the next five years?

Give a brief description of the qualities you can bring to the position you have applied for.

Please give an indication of your starting salary expectations £  per annum

## Activities and Interests

What are your main interests and pastimes?



## Personal References

Please give details of two people (not relatives or former employees, or staff of former employers) as your referees. One of the referees should be a former employer (if applicable.)

Name	<input type="text"/>	Name	<input type="text"/>
Address	<input type="text"/>	Address	<input type="text"/>
Phone No.	<input type="text"/>	Phone No.	<input type="text"/>

I hereby give permission to contact the employers and personal referees as listed above

Signature:

If there is a particular employer you do not wish us to contact, please indicate which one(s) and reasons why.

I confirm that the above information is correct and complete, and that misleading statements or deliberate omission is sufficient ground for the termination of my employment.

Signature:

Date: