

TRAINEE APPLICATION FORM



CHARTERED
ACCOUNTANTS

Position applied for:

*ACA AAT ATT Other.....

* Delete as appropriate

Please complete the form below in as much detail as possible and return to:

Human Resources, Larking Gowen, King Street House, 15 Upper King Street, Norwich, NR3 1RB

Or email : recruitment@larking-gowen.co.uk

PERSONAL (please complete this section in block capitals)		
SURNAME (MR / MS)	OTHER NAMES	
	Name you prefer to be known:	
Permanent address		Telephone No.
Term address		Telephone No.
Dates at this address: from..... to / from..... to.....		
email address		
Country of birth	Date of birth	Nationality
Marital status	Children or other dependants	Do you need a work permit to take up employment in the UK?

MOBILITY

Do you have any commitments that would prevent you from working normal office hours with occasional weekend work?	Are there any dates when you are <u>not</u> available for interview? Please specify
Are you willing to travel?	When would you be free to start work?
How did you hear about us? Please give details of any friends or relatives at Larking Gowen.	How did you hear about this vacancy?

EQUAL OPPORTUNITIES

Larking Gowen is an equal opportunities employer. This information is being collected in accordance with the commission for Racial Equality. The details you provide will be used for monitoring purposes only and do not form part of the selection process.

Bangladeshi	Black African	Chinese	Pakistani	Indian
Black Caribbean	Black other	White	Other (please specify)	

Do you have any disability or medical conditions which the firm should know about? If Yes please give details below:
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EDUCATION

Secondary School and / or Colleges of Further Education (a)..... from..... to.....
 (b)..... from..... to.....

EXAMINATIONS TAKEN (GCSE, O, AS Levels, A, Highers, Overseas or equivalent)

Level	Subject	Grade	Date	Board	Level	Subject	Grade	Date	Board

UNIVERSITY (OR OTHER FURTHER EDUCATION): DEGREE COURSE

Name of University (or College if appropriate)	From	To	B.A., B.Sc. etc	Subject	Class expected / obtained
Subjects covered in degree course (including second year results)					
1st year	2nd year		3rd year		4th year

INTERESTS AND EXPERIENCE

(please outline your main interests, including any positions of responsibility held, scholarships, awards or prizes)

OTHER QUALIFICATIONS / SKILLS

Please indicate any other qualifications / skills e.g. fluency in foreign language, I.T. literacy, significant travel

PROBLEM SOLVING

- Describe a recent challenge that you have faced. What did you do? What obstacles were there? What was the outcome?

CLIENT CARE

- Larking Gowen strives to achieve a 'Personal & Professional' service to its clients. Describe a situation when you have achieved a high level of customer service. What did you do? What obstacles did you face?

TEAMWORK

- Please give a recent example of a team in which you have been involved. What did you bring to the team? What challenges did you face? What was the outcome?

APTITUDE

- Describe your reasons for considering a career in accountancy. What relevant skills and qualities you possess and why chose Larking Gowen? (Continue on a separate sheet if necessary)

PREVIOUS EMPLOYMENT (INCLUDING VACATION WORK AND WORK EXPERIENCE)

Dates	Company and Location	Remuneration	Duties

PRIVATE REFEREE (please ensure references cover the previous 24 months)

Name	Address
Position	

ACADEMIC REFEREE AT UNIVERSITY / SCHOOL

Name	Address
Position	

DECLARATION

I certify that the information in this application is complete and accurate. I understand that if inaccuracies are found at a later date Larking Gowen reserve the right to treat this as serious misconduct and may result in dismissal. I agree that Larking Gowen may hold and process any personal data relating to me and my application to the firm. I consent to Larking Gowen processing, by means of a computer database or otherwise, any information which I provide to them, for the purpose of my application.

Signature.....

Date.....