

WORK EXPERIENCE PLACEMENT FORM



CHARTERED
ACCOUNTANTS

Preferred office location:

* Dereham Holt/Cromer Norwich Diss/Bungay
Colchester Fakenham Ipswich (Office based in Claydon)

* Delete as appropriate

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

Human Resources Manager, 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) *This section will be retained for equal opportunities monitoring only*

SURNAME (MR / MRS/ MISS)	FORENAME(S):
	Name you prefer to be known:

Permanent address	Telephone No.
	Mobile No:

email address:

Country of birth	Date of birth	Nationality
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Do you need a work permit to take up employment in the UK? Yes No

Please state what periods you are available to undertake a placement:
From/betweento

HOW DID YOU HEAR ABOUT OUR WORK EXPERIENCE PLACEMENT SCHEME? Please state:

Connection to the firm: Client/employee.....	Careers Service.....
Careers Fair.....	Other.....
Friend/Family.....

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:

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 may refuse the undertaking of my placement. 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.
I permit Larking Gowen, in the event that I am unsuccessful, to retain my details for the event a suitable opportunity arises.

Signature..... Date.....

