

WORK EXPERIENCE

Type of work (include
vacation and part time
Work)

Name of employer	from	to	Type of work (include vacation and part time Work)

What have you learned from your work experience?

Which aspects did you enjoy most, which least and why?

ACTIVITIES AND INTERESTS

What do you do in your spare time? Please indicate the level and extent of your involvement and why you pursue these activities. Give details of any positions of responsibility you have held and what you have gained from them.

CAREER CHOICE

Why do you think a career in accountancy would suit you? What has influenced you in this decision?

INTEREST IN HOUGHTON STONE

Why do you want to join Houghton Stone?

ADDITIONAL INFORMATION

Enter any additional information that you feel may be relevant.

OTHER MATTERS

KEYBOARD SKILLS

None Basic Intermediate Advanced

Packages used

Dates **not** available for interview

REFEREES

Please give one academic referee from your current or last academic course and one referee from current or most recent work experience. Give name, address and occupation.

1)

2)

Post Code

Telephone

Post Code

Telephone

Please confirm that we may contact your referees if you are offered and accept a position with us.

Yes No

DATA PROTECTION

By providing the information contained within this application form, you are consenting to its use for the purpose of processing your application, assessing your performance in the future (should your application be successful) and monitoring the efficiency of our recruitment and other employment procedures. Individuals have the right of access to personal data concerning themselves.

Your details may be retained on file for a period of up to 6 months for any suitable vacancies that may arise, all personal data held about you will then be destroyed.

Please confirm whether or not you wish us to retain your details for this purpose.

Yes No

DECLARATION

By ticking the following box you are confirming that the information given in this application is accurate and factually correct.

You are also confirming that you understand that if it is subsequently discovered that any statements are false or misleading, your application will be disqualified or, if employed, may be grounds for dismissal.

I confirm the information given is accurate and factually correct.

PERSONAL DETAILS

This information will be separated from your application form and will not be seen by anyone involved in the selection process. The information will be held in strictest confidence and will not be disclosed to any unauthorised third party without your consent.

First name

Known by

Surname

Salutation (Mr, Mrs, Ms, Dr etc.)

Home address

Post Code

Telephone

Dates at this address

Term address (if different from above)

Post Code

Telephone

Dates at this address

E-mail

Mobile phone number

Date of Birth

Age

Nationality

National Insurance number

Do you need a work permit to take up residence in the UK?

Yes No

If you already have a work permit, when will it expire?

Do you have a full driving licence?

Yes No

How did you hear about us? (tick all that apply)

Careers service - please specify in box provided below:

Careers fair - please specify in box provided below:

Student directory/press - please specify in box provided below:

Other - please specify in box provided below:

Friend/family

EQUAL OPPORTUNITIES

Houghton Stone actively supports the principle of Equal Opportunities in employment and is committed to ensuring that individuals are treated fairly, with respect and are valued. The sole criterion for selection or promotion in the Firm is the suitability of any applicant for the job. In order to allow us to monitor that our policy is working, it would be helpful if you could complete this section. The information will not be used for any other purpose.

GENDER (Please select as appropriate)

Male Female

DISABILITY

Do you consider that you have a disability under the Disability Discrimination Act 1995? C

Yes No

How may your disability affect you if employed?

Please specify any requirements or support you will require:

ETHNIC ORIGIN

- Asian
- Bangladeshi
- Black African
- Black Caribbean
- Chinese
- Indian
- Pakastani
- White
- Black other - please specify in box provided below:
- Other - please specify in box provided below:

These categories have been recommended by the Commission for Racial Equality. They do not refer to a place of birth, citizenship or nationality, but to the ethnic group to which you belong.

If you would like to print this information, please do so before submitting the application.