



## **Trainee Application Form**

# Williams Giles Professional Services Ltd Trainee Application For Employment

Return the completed form to:  
**Williams Giles Professional Services Ltd**  
**12 Conqueror Court**  
**Sittingbourne**  
**Kent**  
**ME10 5BH**

Position applied for:	
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## Part A: Personal Details

<b>Title:</b> Mr/Mrs/Miss/Ms/Other.....(please delete as appropriate)	
<b>Forename(s):</b>	<b>Surname:</b>
<b>Home address:</b>	
	<b>Post Code:</b>
<b>Previous address if moved in the last 5 years:</b>	
	<b>Post Code:</b>
<b>Home Tel No:</b>	<b>Work Tel No:</b>
<b>Email Address:</b>	<b>Mobile Tel No:</b>

<b>Are you entitled to work in the UK?</b>
<b>National Insurance Number:</b>
<b>Next of Kin:</b>

<b>Driving Licence</b>	
Do you hold a current driving licence?	Yes / No
Is the licence clear?	Yes / No
If no, give details of endorsements	
Year when licence was obtained	
Do you own your own car?	Yes / No
Or have use of a car on a regular basis	Yes / No
<b>Offences</b>	
Have you any previous conviction for a criminal offence (other than motoring offences) which are spent or unspent under the Rehabilitation of Offenders Act?	Yes / No
If yes, give full details and dates and/ or details of proceedings pending:	

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## Part B: Education and Training

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

**QUALIFICATIONS/PREDICTED GRADES (please mark predicted grades with an \*)**  
 (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

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**PROBLEM SOLVING**

- Describe a recent challenge that you have met. Include your response, any difficulties that you faced and the eventual outcome.

**LEADERSHIP & TEAMWORK**

- Please give a recent example of a team in which you have been involved. How did you influence the team? Were there any challenges you had to overcome? What was the conclusion?

**APTITUDE & PASSION**

- Describe your reasons for considering a career in accountancy (Continue on a separate sheet if necessary)

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## Part C: Employment History

<b>Name &amp; address of present employer:</b>		
	<b>Post Code:</b>	
<b>Nature of Business:</b>		
<b>Date appointed:</b>	<b>Present position:</b>	
<b>If post is graded, what is the present maximum salary grade: £</b>		
<b>Present Salary: £</b>	<b>Date of next salary review:</b>	
<b>Do you have a bonus scheme: Yes / No</b>	<b>Pension Scheme: Yes / No</b>	<b>Company Car: Yes / No</b>
<b>Other benefits (please specify):</b>		
<b>Please outline your present responsibilities:</b>		

**Employment History (including voluntary work and work experience in reverse chronological order)**

Employer, Address, & Business	Position held and salary	From/To	Reason for leaving

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**Employment History (in reverse chronological order) Cont'd**

Employer, Address, & Business	Position held and salary	From/To	Reason for leaving

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**Membership of Professional Bodies:** indicate with \* where entry was not by examination.

Name of Professional Body	Year of Entry	Grade of Membership

**Other information:** Any other qualification or skills e.g. IT literacy, foreign languages.

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### Part D: References

Please nominate two referees one of whom should normally be a current/previous employer or an academic referee.

1 Name:	2 Name:
Address:	Address:
Post Code:	Post Code:
Occupation:	Occupation:
Contact Tel No:	Contact Tel No:

I understand that references will not be sought without permission.

I declare to the best of my knowledge, the information contained on this form is correct. I understand that any false statement may disqualify me from employment or render me liable for dismissal.

Signature:	Date:
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