



Trainee Application Form

Williams Giles Ltd Trainee Application For Employment

Return the completed form to:

Williams Giles Ltd
12 Conqueror Court
Sittingbourne
Kent
ME10 5BH

Position applied for:	
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Part A: Personal Details

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

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

Driving Licence	
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
Offences	
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

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

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

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

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

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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