



# Morrell Middleton

## Chartered Certified Accountants

### APPLICATION FORM

**POSITION APPLIED FOR** \_\_\_\_\_

#### PERSONAL DETAILS

Surname (Mr/Mrs/Miss/Ms/Other) \_\_\_\_\_

Forenames \_\_\_\_\_

Address for communication \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Post Code \_\_\_\_\_

Home Tel. No \_\_\_\_\_

Daytime Tel. No \_\_\_\_\_

Email Address \_\_\_\_\_

Do you have a full driving licence? **YES/NO**

Do you have daily access to a car? **YES/NO**

Please detail any dates you are NOT available for interview: \_\_\_\_\_

If you are disabled, please give details of any special arrangements you would require to enable you to attend an interview:

\_\_\_\_\_

\_\_\_\_\_

Do you have the right to take up employment in the UK? **YES/NO**

If 'NO' would you wish us to assist you in applying for the right to work in the UK? **YES/NO**



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## **EMPLOYMENT HISTORY**

Employment dates From – To	Name & Address of Employer	Job Title & Duties	Start/Finish Salary	Reason for leaving

Notice required in Current Post:



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### **REFERENCES:**

Please give the names and addresses of two persons from whom we may obtain work experience references, **both of whom must be previous employers**, and detail your relationship with these persons. *NB* References will not be taken up without the candidates consent.

1.	2.
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### **EDUCATION HISTORY**

College/University	Qualification Obtained	Date Awarded
<b>Additional Training Course</b>	<b>Details</b>	<b>Date</b>
Provider / Awarding Body:		



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<b>SCHOOL ATTENDED</b> (Include only Secondary Education)	<b>QUALIFICATIONS OBTAINED</b>	<b>DATE AWARDED</b>
Address		
Address		

## FURTHER INFORMATION

You are requested to detail below your reasons for applying for this post, the qualities you can bring to the Company, together with any other relevant experience, studies or information, etc. in support of your application. Please use a continuation sheet if necessary.



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### REHABILITATION OF OFFENDERS ACT 1974

Offers of employment made may be subject to an 'Enhanced Criminal Record Certificate' being taken and being satisfactory. You are therefore asked to note the following paragraph carefully and provide any necessary information.

Please note that the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (in Scotland, the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003) provides that individuals who have certain occupations or professions are obliged on request to disclose any spent convictions or cautions and that they may be refused employment, or dismissed or excluded from such employment, because of such a conviction or caution, or because of a failure to disclose such a conviction or caution. In these cases, the employer is able to ask job applicants about both spent and unspent convictions or cautions and the individual would then be obliged to disclose them all.

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198? – (please see [http://www.legislation.gov.uk/ukxi/2013/1198/pdfs/ukxi\\_20131198\\_en/pdf](http://www.legislation.gov.uk/ukxi/2013/1198/pdfs/ukxi_20131198_en/pdf) for guidance or take appropriate advice when answering this question).

Do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with the current guidance? (please see [www.gov.uk/government/publications/dbs-filtering-guidance](http://www.gov.uk/government/publications/dbs-filtering-guidance) for information or take appropriate guidance when answering this question).

Have you ever been convicted of a criminal offence or received a police caution in the U.K. or any other country?

**YES / NO**

If 'YES' please give details on a separate sheet, place in a sealed envelope and attach it firmly to this application

Do you have any objection to undergoing a Police Check if you are successful in applying for this post?

**YES / NO**

If 'YES' please give details on a separate sheet, place in a sealed envelope and attach it firmly to this application

#### DECLARATION

The information contained in this application form is true, correct and complete. I understand that any misrepresentation may invalidate my application & or employment arrangements. Please note that all appointments are subject to medical clearance. I hereby consent to the Company processing the information supplied on this application form for the purposes of recruitment and selection.

Signed \_\_\_\_\_

Date \_\_\_\_\_