

# **Application Form Experienced Hire**

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CHARTERED ACCOUNTANTS  
& BUSINESS ADVISERS

Please ensure that you have read the Application Process instructions contained on our website before you complete your application. Do not substitute a CV for this application form as CVs will not be considered.

**Application No. (Office use only)**

If you choose to submit the form by post, please complete the form in black ink and ensure that your writing is legible.

<b>Position applied for</b>	
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## Section 1 Your Personal Details

<b>Surname</b>	
<b>Forename(s)</b>	
<b>Title (Dr/Mr/Mrs/Miss/Ms/Other)</b>	
<b>Permanent (Home) Address</b>	
<b>Address:</b>	
<b>City:</b>	
<b>Postcode:</b>	
<b>Telephone:</b>	
<b>Email:</b>	<b>Mobile:</b>

## Declaration of Criminal Convictions

Because of the confidential nature of the client work conducted by the firm, you are required to disclose details of any criminal conviction or police cautions. Any information you provide will remain strictly confidential.

<b>Do you have a criminal conviction (spent or unspent)?*</b>	<b>Yes</b>		<b>No</b>	
<b>If you answered yes to the above, please specify the nature of the conviction and the date on which this was issued.</b>				
<b>Date</b>		<b>Details</b>		

\* As an accountancy practice, Wilkins Kennedy is exempt from the Rehabilitation of Offenders Act 1974 and as such applicants are required to disclose spent and unspent convictions.

## Section 2 About your education and qualifications

<b>Higher Education</b>			
<b>Educational Institution</b>	<b>Dates (From - To)</b>	<b>Subjects</b>	<b>Grades</b>

<b>Secondary Education</b>			
<b>Educational Institution</b>	<b>Dates (From - To)</b>	<b>Subjects &amp; Examinations</b>	<b>Grades</b>

## Section 2 cont.

### Other Skills

Please list other qualifications and skills for example: IT; languages; travel or work experience in other countries.

### Memberships

Please provide details of your membership of professional bodies and associations.

### Hobbies and Interests

What are your leisure interests? Please include details of awards and achievements.

### Section 3 Employment history

Please provide details of your present or most recent employment.

<b>Name of employer</b>	
<b>Employer's address &amp; telephone number</b>	
<b>Dates of employment</b>	
<b>Position held</b>	
<b>Salary (including bonuses &amp; benefits)</b>	
<b>Details of the role and your responsibilities</b>	
<b>Reason for leaving</b>	
<b>Please provide details of your notice period</b>	

**Section 3  
Employment history cont.**

Please provide details of your past employment.

Dates (From - To)	Name of Employer	Position held & Duties (include reason for leaving)



## Section 4 General Information

Where did you hear about the position/firm?			
WK Website		Search Engine (please specify)	
University/School/College		Careers literature (please specify)	
Careers adviser		Other (please specify)	
Personal recommendation			

**Have you applied for a position with Wilkins Kennedy before? If yes, please provide details, including year and position applied for.**

**Please provide an indication of when interviews would NOT be convenient.**

**Please state when you would be available to start work.**

## Section 4 cont.

**Why do you want to join Wilkins Kennedy?**

**What interests you about the position advertised?**

**What are your aspirations for the future?**

**Please provide any further information you would like considered in support of your application.**

## Section 5 Referees

Please provide details of at least two referees who can be contacted. One referee should be a past employer, the other should be in a position to provide a personal reference, but should not be an individual to whom you are related. The third referee is optional.

Please note that any offer extended to you by the firm will be subject to the firm obtaining satisfactory references.

### Referee 1 (Employer)

<b>Full name</b>	
<b>Position</b>	
<b>Address</b>	
<b>Telephone Number</b>	
<b>Email (if appropriate)</b>	

### Referee 2 (Personal)

<b>Full name</b>	
<b>Position</b>	
<b>Address</b>	
<b>Telephone Number</b>	
<b>Email (if appropriate)</b>	

### Referee 3 (Optional)

<b>Full name</b>	
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**I declare that the information I have given in support of my application is true and complete.**

**I understand that if the information set out in this application form is found to be false or misleading, Wilkins Kennedy reserve the right to withdraw any offer made to me. I understand also that if the information set out in this application is subsequently discovered to be false or misleading, I may be dismissed from the firm.**

**Signed**

**Date**

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