

Application for Employment

Position Applied For: _____

Location: **Guildford / London** (*Delete as applicable*)

PERSONAL INFORMATION

Title: _____
(Mr/Mrs/Miss/Ms/Other)

Surname: _____

Forename(s): _____

Address: _____

_____ Post Code _____

Contact phone numbers (*please specify preferred contact number*):

Home _____ Work _____

Mobile _____

e mail: _____

Do you hold a current driving licence? **YES/NO**

If 'Yes', is the licence free from endorsements? **YES/NO**

If 'No', give details _____

Do you own a car? **YES/NO**

How did you hear of Alliotts? _____

EDUCATION

Secondary School	From	To	Examinations taken, passed and results

Higher Education University/ College	From	To	Course title and results

PROFESSIONAL QUALIFICATIONS

Training provider	Awarding Body	Subject	Result	Date

EMPLOYMENT HISTORY

Please start with your current or most recent employer

Employer: Name and Address	Dates: From - T o	Position Held	Reason for Leaving
		Salary or Wage	

Main Activities and Responsibilities of Post:

Employer: Name and Address	Dates: From - T o	Position Held	Reason for Leaving
		Salary or Wage	

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		Salary or Wage	
Main Activities and Responsibilities of Post:			

Please continue Employment history on a separate sheet of paper if required.

OTHER QUALIFICATIONS/SKILLS/EXPERIENCE

e.g. Fluency in languages, prizes or awards

LEISURE INTERESTS

Please give details of pastimes, hobbies, or interests and any other information you may wish to add in support of your application.

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ADDITIONAL INFORMATION

Have you any skills, experiences or qualifications which you feel would especially suit the job you are applying for?

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Describe any additional qualities which you believe would be of benefit to Alliotts.

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What computer software/packages have you used and to what level? 1= basic 2= competent 3= advanced

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Please explain why you wish to train as an Accountant, indicating the relevant qualities you have? **(Trainees Only)**

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REHABILITATION OF OFFENDERS ACT

Have you been convicted of a criminal offence? YES/NO

If yes please give details and dates below: _____

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(Please note under the 'Act' if you are applying for or have been offered work as a Chartered Accountant or Certified Accountant you are required to state all and any convictions irrespective of whether or not they are regarded as spent)

SECONDARY EMPLOYMENT

Please state if you have any secondary or part-time employment: YES/NO If yes please give details

REFEREES

Please give details of 2 referees, ideally these should include a present or past employer.

Name of individual and Email address	Position Held/ Relationship (e.g. Manager)	Company Name, Address & Telephone number	Permission to contact?
			YES/NO
			YES/NO

DECLARATION

I certify that to the best of my knowledge and belief all the above particulars I have given are true. I understand that any false statement may disqualify my application or may lead to the termination of my employment.

I understand that any employment will be subject to my providing documentation - issued by [any of] a previous employer, the Inland Revenue, the Benefits Agency, the Contributions Agency or Employment Services, or some other form of official document - which states my National Insurance number and confirms my right to work in the UK, in accordance with the Asylum and Immigration Act 1996.

SIGNATURE _____	DATE _____
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As part of any recruitment process, the Firm collects and processes personal information, or personal data, relating to job applicants. This personal information may be held by the Firm on paper or in electronic format. We will process information contained in this form to comply with the requirements of General Data Protection Regulations (GDPR) and the Commission for Racial Equality.

We will only use your personal information when the law allows us to. These are known as the legal bases for processing. We will use your personal information in one or more of the following circumstances:

- where we need to do so to take steps at your request prior to entering into a contract with you, or to enter into a contract with you
- where we need to comply with a legal obligation
- where it is necessary for our legitimate interests (or those of a third party), and your interests or your fundamental rights and freedoms do not override our interests.

The purposes for which we are processing, or will process, your personal information are to:

- manage the recruitment process and assess your suitability for employment or engagement
- decide to whom to offer a job
- comply with statutory and/or regulatory requirements and obligations, e.g. checking your right to work in the UK
- comply with the duty to make reasonable adjustments for disabled job applicants and with other disability discrimination obligations
- ensure compliance with your statutory rights
- ensure effective HR, personnel management and business administration
- monitor equal opportunities
- enable us to establish, exercise or defend possible legal claims

For the purposes of recruitment, data may be shared with our recruitment consultants, SWAT UK and Chameleon Personnel. Data will also be used to produce de-personalised statistics.

Your rights in connection with your personal information

As a data subject, you have a number of statutory rights. Subject to certain conditions, and in certain circumstances, you have the right to:

- request access to your personal information - this is usually known as making a data subject access request and it enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it
- request rectification of your personal information - this enables you to have any inaccurate or incomplete personal information we hold about you corrected
- request the erasure of your personal information - this enables you to ask us to delete or remove your personal information where there's no compelling reason for its continued processing, e.g. it's no longer necessary in relation to the purpose for which it was originally collected
- restrict the processing of your personal information - this enables you to ask us to suspend the processing of your personal information, e.g. if you contest its accuracy and so want us to verify its accuracy
- object to the processing of your personal information - this enables you to ask us to stop processing your personal information where we are relying on the legitimate interests of the business as our legal basis for processing and there is something relating to your particular situation which makes you decide to object to processing on this ground
- data portability - this gives you the right to request the transfer of your personal information to another party so that you can reuse it across different services for your own purposes.

If you have any questions about this notice or how we handle your personal information, please contact **Chris Mantel** as follows: **Chris Mantel**, chris.mantel@alliotts.com 0207 759 9363.
Imperial House, 8 Kean Street, London WC2B 4AS.

Application forms completed by unsuccessful candidates will be destroyed within six months of receipt.

Please return completed form to:

Human Resources Department, Alliotts Chartered Accountants and Business Advisors, Friary Court, 13-21 High Street, Guildford, Surrey, GU1 3DL