

## **Trainee Application Form**

Welcome to our Graduate and School-Leaver Trainee Application Form.

Please print a copy of the application form to complete. Please ensure that you read the form carefully and answer all sections as fully as possible. Please then return it by post to the named contact person. Alternatively, you can scan the completed application form and email it to the named contact.

**Application Form  
Experienced Hire**



Application No. (Office use only)

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

Surname	
Forename(s)	
Title (Dr/Mr/Mr/Mrs/Miss/Ms/Other)	
Address	
City	
Postcode	
Telephone	
Mobile	
Email	

**Section 2  
About your education and qualifications**

<b>Higher Education</b>				
Educational Institution				
<b>Name</b>	<b>Date From</b>	<b>Date To</b>	<b>Subject</b>	<b>Grade</b>



**Section 2 continued**
**Achievements**

Please list awards and achievements such as scholarships, academic, sporting or cultural attainments. Please include details of involvement in associations and any offices held.


**Hobbies and Interests**

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


**Section 3  
Employment History**

Please provide details of your past employment and work experience.

Name of employer	
Employer's address	
Employer's telephone number	
Dates of employment	
Position held	
Salary (including bonuses and benefits)	

**Section 3**  
**Employment History continued**

Please provide details of your past employment

Dates (From and To)	Name of Employer	Position held and duties (include reason for leaving)

**Section 4  
 General Information**

Where did you hear about the Fletcher & Partners?			
Fletcher & Partners website	<input type="checkbox"/>	Search Engine (please specify)	<input type="text"/>
University/School/College	<input type="checkbox"/>	Careers literature (please specify)	<input type="text"/>
Careers adviser	<input type="checkbox"/>	Other (please specify)	<input type="text"/>
Personal recommendation	<input type="checkbox"/>		<input type="text"/>

Please provide dates on which you will NOT be available for interview.

Please state when you would be available to start work.

Why do you want to become an accountant, tax adviser or other specialist?

**Section 4 continued**

Why do you want to join Fletcher & Partners?

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 an academic official eg head teacher, lecturer, tutor etc. The second should be a personal reference but not from an individual to whom you are related. The third 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)**

Full name	
Position	
Address	
Postcode	
Telephone	
Email (if appropriate)	

**Referee 2**

Full name	
Position	
Address	
Postcode	
Telephone	
Email (if appropriate)	



**Section 5 continued**  
**Referees**
**Referee 3 (Optional)**

Full name	
Position	
Address	
Postcode	
Telephone	
Email (if appropriate)	

**Data protection**

The information you provide on this form will be used to progress your application for employment and, if your application is successful, to administer your personal record. In accordance with the General Data Protection Regulation and the Data Protection Act 2018 the information you provide may be held on a manual and/or computer file for a period of up to 6 months after the end of the relevant recruitment period after which it will be destroyed. Before completing the form please familiarise yourself with the Privacy Notice for Job Applicants on our website which sets out our policies on data collection.

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, Fletcher & Partners 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