

# DSH Trainee Application Form

Please complete this form in BLOCK CAPITALS using BLACK INK

## Trainee Position Applied For

AAT / ACA / ATT / Other\*

Office location Maidstone / Rickmansworth\*

Where did you hear about this position?

.....

## Personal Details

Title: ..... Surname: .....

Forename(s): .....

Previous names if applicable : .....

Term time address: ..... Home address: .....

.....

.....

Mobile tel no: ..... Home tel no: .....

Email address: .....

## Eligibility to Work in the UK

**DSH will require proof of this right before employment can be confirmed e.g. a birth certificate, passport and or any other appropriate document required to confirm your right to work in the UK, as required by law.**

Are you a British subject or a national of any EU Country? Yes / No\*

If not, do you have the right to work in the UK and a current work permit? Yes / No\*

If so, please state the expiry date of your right to work in the UK and / or your work permit: .....

## Disabilities

**DSH is an equal opportunities employer. DSH wishes to ensure that all candidates have a fair opportunity to show their abilities during the selection process. The process is therefore based on your ability to do the job and not on any factor that is irrelevant to the post.**

Do you have a disability? Yes / No\*

If "yes", please provide details including any information that you feel would help us to accommodate your needs and to meet our obligations to assist you:

.....

.....

.....

.....

# DSH Trainee Application Form – contd.

## Education & Training

### Further / Higher Education

- 1 University or college attended: .....
- Dates (from / to): ..... / ..... Course / subject: .....
- Qualification / date / class or grade: ..... / ..... / .....
- 2 University or college attended: .....
- Dates (from / to): ..... Course / subject: .....
- Qualification / date / class or grade: ..... / ..... / .....

### Secondary Education

School /college attended: .....

Dates (from / to): ..... / .....

Qualification: .....	Subject	/ date	/ grade
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

Qualification: .....	Subject	/ date	/ grade
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

### Other relevant skills including professional training

.....

.....

### Professional Memberships

- 1 Institution / date of joining: ..... / .....
- 2 Institution / date of joining: ..... / .....

**It is the Firm’s policy to verify the qualifications of all successful job applicants and you will be asked at a later stage in the recruitment process to produce original certificates for your highest level or job specific qualifications.**





# DSH Trainee Application Form – contd.

## Competencies

### 1 Confidence – (circle the letter of the answer which applies the most).

- A – I am confident in most situations
- B – I am not a confident person
- C – I lack confidence in certain situations

### 2 Communication Skills – (circle the letter of the answer which applies the most).

- A – I do not like talking to people I do not know
- B – I enjoy meeting and getting to know new people
- C – I am happy to deal with people as required for my job

### 3 Responsibilities – (circle the letter of the answer which applies the most).

- A – I do not have any particular responsibilities
- B – I have responsibilities at school / university
- C – I have responsibilities outside of school / university

### 4 Team Working

Give one example of an activity you have carried out as part of a team either at school, at work or as part of a hobby or pastime.

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

What role did you play in the team?

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

# DSH Trainee Application Form – contd.

## 5 Time Planning

How do you normally plan your time?

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

What do you take into consideration when planning your time?

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

## 6 Other Activities

Describe one of your pastimes or favourite activities:

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

Why do you do it?

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....



# DSH Trainee Application Form – contd.

## References

Please give the details of two referees who we may approach. At least one should be an academic reference and the other should be from your current or most recent employer (if applicable).

1 Name: .....	2 Name: .....
Job title: .....	Job title: .....
Business / organisation: .....	Business / organisation: .....
Address: .....	Address: .....
.....	.....
.....	.....
Telephone No.: .....	Telephone No.: .....
E-mail address: .....	E-mail address: .....
Length of time known: .....	Length of time known: .....
Relationship: .....	Relationship: .....

## Data Protection / Declarations

Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 1998. Individuals have, on written request, the right of access to personal data held about them.

### Declarations

- I hereby give my consent to DSH processing the data supplied in this application form for the purpose of recruitment and selection.
- I hereby give my consent to DSH approaching my referees as detailed above now / or subject to offer\*.
- I declare that the information given in this application is to the best of my knowledge complete and correct.
- I understand that any false, incomplete or misleading statements or information may lead to my dismissal from DSH if employed.

Signed: ..... Date: .....

\*Delete as applicable