**JOB APPLICATION FORM – GRADUATE ACA TRAINEE**

In order to be considered for a Graduate ACA Trainee post, you must complete and return this Application form and either email this to **auditrecruitment@rayneressex.com** or post it to our HR Department, Rayner Essex, Faulkner House, Victoria Street, St Albans, Hertfordshire, AL1 3SE. For any tick boxes, double click the appropriate box and mark as ‘checked’ to indicate your answer. Applications received without a completed application form will be rejected.

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| Position applied for: GRADUATE ACA TRAINEE | Preferred Start date (September or January): |

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| **Section 1: Personal details** | | | | |
| Title:  Dr/Mr/Mrs/Miss/Ms/Mx/ None | Forenames: | | Surnames: | |
| National Insurance number: | | | Date of birth: | |
| Telephone number(s)  Day:  Home:  Mobile:  Email address:  Home address: | | | | |
| Are you eligible for work in the UK? | | Yes | | No |
| Do you hold a current UK driving licence? | | Yes | | No |
| Please note: to comply with our statutory obligations, including those under the Asylum & Immigration Act 1996, all applicants invited for interview will be asked to bring with them their passport or evidence of a National Insurance number. | | | | |

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| **Section 2 – University**  **Evidence of qualifications may be requested.** | | | | |
| University attended: |  | | | |
| Title of course studied: |  | | | |
| Brief detail of course content in each year | | | | |
| Have you completed your degree? | | Yes | | No |
| Received or expected degree classification: | | | | |
| **Section 3 – A-Level (or equivalent)**  **Evidence of qualifications may be requested.** | | | | |
| Total UCAS points from top 3 three A-levels or equivalent (excluding General Studies). These much be your first attempt: | | | | |
| A-Level subject (or equivalent) | Date from:  (month/year) | Date to: (month/year) | Result/Qualifications gained | |
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| **Section 4 – GCSE (or equivalent)**  **Evidence of qualifications may be requested.** | | | | |
| GCSE subject (or equivalent) | Date from:  (month/year) | Date to: (month/year) | Result/Qualifications gained | |
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| **Section 5 – Current Employment**  Please summarise your employment history (paid, unpaid, or working in a voluntary organisation or agency, full or part-time). Start with the most recent. Please continue on a separate sheet in necessary. | | | |
| CURRENT/MOST RECENT EMPLOYER:  Name:  Address: | | Date of appointment:  Are you still employed? Yes  No  If **YES**, amount of notice required:  If **NO**, the date employment ended:  Reason for leaving: | |
| Job Title:  Major Responsibility Areas: | | | |
| **Section 6 – Previous employment**  Please continue on a separate sheet if necessary | | | |
| Dates from and to  (month / year) | Name and address of employer | Position held and/or duties | Reason for leaving |
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| **Section 7 – Gaps in your education/employment**  **If there are any gaps in your education/employment history, e.g year out before starting university, please give details and dates (include month / year).** | | | |
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| **Section 8 – Interests**  **Please give details of your interests, hobbies or skills.** | | | |
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| **Section 9 – Suitability**  **Please give your reasons for applying to be a Graduate ACA trainee with Rayner Essex in no more than approximately 300 words. Please include why you want pursue a career in audit and accountancy and why you believe you are suitable for the position. Describe any experience and skills which demonstrate your suitability and aptitude to undertake the duties outlined in the job description and person specification.** | | | |
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| **Section 10 – Statement**  **Please indicate here (or on a separate sheet) if you know any existing employees at Rayner Essex and how you know them.** | | | |
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| **Section 11 – References**  Please supply the names and contact details of two people who we may contact for references. One of these should be a Senior Manager or HR Department for your most recent employer and the other should be an academic reference from your degree course. If you have not previously been employed please provide contact details for a personal reference. Neither referee should be a relative or someone known to you solely as a friend, nor a work colleague.  We may also telephone your referees in order to verify the reference they have provided. | | | |
| **Referee 1**  Name:  Organisation:  Address:  Email:  Telephone number:  Occupation: | | **Referee 2**  Name:  Organisation:  Address:  Email:  Telephone number:  Occupation: | |
| May we contact them prior to interview?  Yes  No | | May we contact them prior to interview?  Yes  No | |
| **Section 12 – Equal Opportunities**  Rayner Essex is committed to equal opportunities. | | | |
| If you consider yourself disabled, please indicate the nature of your disability and any reasonable adjustments which may be necessary in order to enable you to attend or participate in any interview: | | | |
| **Section 13– Declaration** | | | |
| * **I have obtained or am expecting a minimum of a 2.2 Degree** * **I have 120 UCAS points or above** * **I achieved GCSE Maths (or equivalent) grade 6 or above (grade B or above prior to 2017)** * **I achieved GCSE English Language (or equivalent) grade 5 or above (grade C or above prior to 2017)** * **I understand that providing false information could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal**   **Signed:** ……………………………………………………………..………… **Date:** …………………………………….  Please note: where this form is submitted electronically and without signature, electronic receipt of this form by Rayner Essex will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration at Section 13. | | | |

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| **Statement and Data Protection** |
| It is Rayner Essex’s policy to employ the best qualified personnel and to provide equal opportunities for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new appointments are subject to a probationary period.  If your application is successful, we will retain the information provided in this form (together with any attachments) on your personnel file for the duration of your employment and this information will be used for personnel administration purposes. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed six months after the date on which you are notified of the outcome.  Rayner Essex will process personal data about you in accordance with the General Data Protection Regulation, Data Protection Act 2018 (as each is amended or superseded) and other related legislation. We will process your personal data in accordance with our Data Protection Policy. |