

# APPLICATION FORM

**DUNCAN  
& TOPLIS**

CHARTERED ACCOUNTANTS  
AND BUSINESS ADVISERS



Position applied for: .....

Date of application: .....

How did you hear of this position? .....

If at any stage in completing this form, you need additional space please attach another sheet.

## 1. Personal Details

Mr / Mrs / Miss / Ms / Other: ..... Surname: .....

First Names: .....

Address: .....

Home Telephone: ..... Mobile Telephone: .....

Email Address: .....

## 2. Secondary Education

| Schools / Colleges | Dates |    | Exam Subjects, Level and Results<br>(GCSEs, A Levels etc) |
|--------------------|-------|----|---|
|                    | From  | To |   |
|                    |       |    |   |

## 3. Higher Education

| University / College | Dates |    | Subjects, Level and Qualifications<br>(including expected results if not yet awarded) |
|----------------------|-------|----|---|
|                      | From  | To |   |
|                      |       |    |   |

## 4. Professional Qualifications

| Institute / College | Dates |    | Qualification / Level |
|---------------------|-------|----|-----------------------|
|                     | From  | To |                       |
|                     |       |    |                       |

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

|                                  |                           |
|----------------------------------|---------------------------|
| <b>5a. Employment</b>            |                           |
| Present / Last Employer: .....   |                           |
| Address: .....                   |                           |
| .....                            |                           |
| .....                            |                           |
| Type of Business: .....          |                           |
| Starting Date: .....             | Leaving Date: .....       |
| Job Title: .....                 |                           |
| Duties / Responsibilities: ..... |                           |
| .....                            |                           |
| .....                            |                           |
| .....                            |                           |
| Current/Last Salary: .....       | Reason for Leaving: ..... |

|                                  |                           |
|----------------------------------|---------------------------|
| Previous Employer: .....         |                           |
| Address: .....                   |                           |
| .....                            |                           |
| .....                            |                           |
| Type of Business: .....          |                           |
| Starting Date: .....             | Leaving Date: .....       |
| Job Title: .....                 |                           |
| Duties / Responsibilities: ..... |                           |
| .....                            |                           |
| .....                            |                           |
| .....                            |                           |
| Salary Range: .....              | Reason for Leaving: ..... |

|                                  |                     |
|----------------------------------|---------------------|
| Previous Employer: .....         |                     |
| Address: .....                   |                     |
| .....                            |                     |
| .....                            |                     |
| Type of Business: .....          |                     |
| Starting Date: .....             | Leaving Date: ..... |
| Job Title: .....                 |                     |
| Duties / Responsibilities: ..... |                     |
| .....                            |                     |
| .....                            |                     |

Salary Range: ..... Reason for Leaving: .....

**5d. Employment**

Please give brief details of any earlier employment

| Employer | Period of Employment | Job | Reason for Leaving |
|----------|----------------------|-----|--------------------|
|          |                      |     |                    |

**6. Supporting Information**

If you wish, please provide any additional information you feel may aid your application eg. Relevant skills, particular strengths

|  |
|--|
|  |
|--|

**7. Interests**

What are your main hobbies and interests?

If you have held any positions of responsibility in any sports, social or leisure organisation, please give details:

Please give details of any community / voluntary work you have undertaken:

**8. Additional Information**

|   |  |
|---|--|
| Have you ever been convicted of a criminal offence involving dishonesty or fraud? | Yes / No   |
| The information supplied is subject to the Rehabilitation of Offenders Act        |  |
| Do you own a car?   | Yes / No   |
| Do you hold a driving licence?  | Full / Provisional / HGV / None                      |
| Do you have any current endorsements?   | Yes / No      If yes, please give brief details      |
| .....   |  |
| Do you need a work permit to work in the UK?                                      | Yes / No      If yes, do you have one?      Yes / No |

**Employment References**

We would like two employment references including your present employer if applicable. We will not approach your present employer without your prior permission.

|                          |                          |
|--------------------------|--------------------------|
| Name: .....              | Name: .....              |
| Address: .....           | Address: .....           |
| .....                    | .....                    |
| .....                    | .....                    |
| Position: .....          | Position: .....          |
| Contact Telephone: ..... | Contact Telephone: ..... |
| Email Address: .....     | Email Address: .....     |

**Declaration**

I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal.

Signature: ..... Date: .....

Please forward your application to:  
HR Department, Duncan & Toplis, 3 Castlegate, Grantham, Lincolnshire, NG31 6SF

Telephone: 01476 591200

Fax: 01476 591222

Email: [careers@duntop.co.uk](mailto:careers@duntop.co.uk)

## Equal Opportunities Monitoring

The firm operates a policy of equal opportunity and diversity. A full copy of the firm's policies on equal opportunities and diversity are available from the Human Resources Department.

Would you please assist the monitoring of these policies by providing the following details. This information will be used for no other purposes and will be treated in the strictest confidence.

Male

Female

### Ethnic Group

White - British

Black – British

White – Other

Black – Caribbean

Chinese – British

Black – African

Chinese - Other

Asian – British

Other

Asian – Other

Please Specify:

### Marital Status

Single

Married

Divorced

Widow

Separated

Living with partner

Date of Birth:

Do you have any health problems or disabilities which may affect your employment?

Yes

No

If yes, any there any reasonable adjustments which we could take which would enable you to carry out the role?