Job Title: Trainee Payroll Assistant

Closing Date: Thursday 4th September 5pm

Title: Click or tap here to enter text.

Preferred Pronouns: Click or tap here to enter text.

First Name: Click or tap here to enter text.

Middle Name: Click or tap here to enter text.

Last Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

 Click or tap here to enter text.

 Click or tap here to enter text.

 Click or tap here to enter text.

Postcode: Click or tap here to enter text.

Telephone (Home): Click or tap here to enter text.

Telephone (Mobile): Click or tap here to enter text.

email address: Click or tap here to enter text.

National Insurance Number: Click or tap here to enter text.

1. **Please use this section to tell us why you are applying for this job, what excites you about it?**

Click or tap here to enter text.

1. **What is your current or last job and what do you (or did you) enjoy most about it?**

Click or tap here to enter text.

1. **Please refer closely to the person specification provided and illustrate how you meet the criteria.**

Click or tap here to enter text.

1. Please use this section to tell us about your employment history, either paid or voluntary in date order, starting with your most recent.

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| --- | --- | --- | --- |
| Date | Employer | Position | Reason for leaving |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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1. **Please list any training/education which you have taken part in which you feel would be relevant to your application.**

Click or tap here to enter text.

1. **References:**

Please give details of 2 people who can provide references. (If you are currently in paid employment one should be your current employer).

1. Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

 Click or tap here to enter text.

 Click or tap here to enter text.

Tel no: Click or tap here to enter text.

e-mail: Click or tap here to enter text.

How do they know you? Click or tap here to enter text.

Contact following Interview but Prior to Job offer? YES [ ]  NO [ ]

2. Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

 Click or tap here to enter text.

 Click or tap here to enter text.

Tel no: Click or tap here to enter text.

e-mail: Click or tap here to enter text.

How do they know you? Click or tap here to enter text.

Contact following Interview but Prior to Job offer? YES [ ]  NO [ ]

7. **Are you happy for us to contact your current employer prior to interview?**

 Yes [ ]  No [ ]

*This will not affect your application.*

8. **When could you take up the appointment if offered the post?**

Click or tap here to enter text.

9. **How did you find out about this vacancy?**

Click or tap here to enter text.

In line with our Equal Opportunities Policy, please indicate if you are a disabled person:

 Yes [ ]  No [ ]

*(Disabled applicants who meet the essential criteria, as set out in the Person Specification, will be guaranteed an interview.)*

If you are offered an interview, do you require any support (i.e. interpreter, large print information or tape)?

Click or tap here to enter text.

**DETAILS OF CRIMINAL CONVICTIONS**

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Declaration: Do you have any convictions or cautions (excluding youth cautions, reprimands or warnings) that are not ‘protected’ as defined by the Ministry of Justice?

Yes [ ]  No [ ]

If yes, please give full details. Use a separate sheet if necessary.

**DECLARATION**

I confirm that, to the best of my knowledge, the information on this form is accurate and that I have not omitted any facts which may have any bearing on my application. If I am employed and it later becomes apparent that the information is not accurate, I will be dismissed.

Signed Click or tap here to enter text. Date Click or tap here to enter text.

Please return by Thursday 5pm 4th September

Interviews will be held on Thursday 18th September