

**TRAINEE APPLICATION FORM**

***(Mr/Mrs/Ms/Miss)* Surname:**

**\***delete as appropriate

**Forenames:**

**Home Address (including postcode):**

**Home Telephone Number:**

**Mobile Telephone Number:**

**Email Address:**

**Vacancy: Trainee Payroll Administrator**

**Based in: Chesterfield Office**

**Schools/Colleges attended with relevant dates:**

**A Levels with grades (please indicate whether obtained or expected):**

(Candidates who do not meet the minimum 80 UCAS points from subjects excluding General Studies will not be considered. Please be specific about the exact course title and/or exam body to enable accurate calculation of UCAS points.)

**GCSEs obtained with grades:**

(Candidates who do not meet the minimum 5 GCSEs including a B in English Language and Maths will not be considered.)

**Do you hold a full clean driving licence?**

**If yes, do you have access to a car to use for work?**

**Do you have any previous work experience? YES/NO**

**If yes, please give details below (most recent first):**

**Employer:**

**Dates employed:**

**Job Title/ Brief details of main duties:**

**Employer:**

**Dates employed:**

**Job Title/Brief details of main duties:**

**Employer:**

**Dates employed:**

**Job Title/Brief details of main duties:**

**Please describe an achievement of importance to you and describe why this is important. Did you face any difficulties in achieving this? If so, how did you overcome those?**

**Why do you wish to undertake a Trainee position with BHP?**

**What personal qualities do you have which will help you to succeed in your chosen career? Please give examples where possible.**

**What hobbies/interests are important to you and why?**

**Where did you hear about this role?**

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**Referee Details (will only be requested once a role has been offered to you):**

**Reference 1 (Personal or Previous Employer)**

**Name:**

**Position:**

**Email address:**

**Postal address:**

**Reference 2 (Academic)**

**Name:**

**Position:**

**Email address:**

**Postal address:**

**Eligibility to work in the UK:**

**Are you eligible to work in the UK? YES/NO**

**BHP is not a registered Sponsor for work permit applications and so we are unable to consider candidates who are not eligible to work in the UK without one.**

**Disability Discrimination Act**

**Do you consider yourself to have a disability as defined by the terms of the DDA?**

**YES/NO**

**If yes, do you require special assistance if your application is progressed (ie extra time to take any tests/access requirements if attending interview)? Please give sufficient details below so that we can make any necessary arrangements/adjustments:**

**BHP is committed to a policy of treating all employees and job applicants equally. No employee or potential employee will receive less favourable treatment or consideration on the grounds of disability, race, colour, nationality, ethnic origin, age, gender, sexual orientation, marital status, religion or belief.**

**Declaration:**

**I declare that the particulars given in the employment application are true, complete and correct. I accept that any false statement or material omissions will normally lead to my being dismissed if appointed to the post.**

**If you have completed an online form or have submitted a form by email and have been unable to sign when submitted, you will be asked to sign and date your application form if invited for interview.**

**Signature**

**Date**

**You are welcome to attach extra sheets of paper to this application if there is insufficient space for you to complete your answers in any section. Please reference these additional sheets appropriately.**

**Completed application forms should be returned to the HR Team via email to** [**recruit@bhp.co.uk**](mailto:recruit@bhp.co.uk)**.**

***Office Use Only:***

**Shortlisted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Outcome \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Testing results \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Interview \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Final Outcome \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**