

**APPLICATION FOR A GRADUATE TRAINING AGREEMENT**

Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Mr/Mrs/Ms/Miss)

Forenames: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Correspondence address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Is this Home/Term? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please tick the role(s) you wish to apply for:

**Commencing Summer 2019**

|  |
| --- |
| **Leeds** |
| Accountancy |

If you have selected more than one role, please state your order of preference:

Mobile telephone number:

Home telephone number:

Email address:

**EDUCATION HISTORY:**

University Attended:

(with dates)

Subject:

Result: expected/obtained (please delete as necessary)

Subjects covered, including results where possible:

Year One:

Year Two:

Year Three:

Year Four:

Any academic distinctions/awards/prizes:

Other Schools/Colleges attended with relevant dates:

**NB: Candidates who do not meet the minimum entry criteria will not be considered. You should be specific about the title of the subject and exam board to enable correct calculation of UCAS points/eligibility**

A Levels/results obtained:

GCSEs/results obtained (please list):

Which IT packages do you have experience of? Please state what you consider your level of ability to be.

Do you have a full clean driving licence?

Do you own or have use of a car?

Please give details of any positions of responsibility you have held, **post-school**:

Please give details of main extracurricular activities and interests, your level of involvement and why they are important to you:

Details of any previous employment (including vacation work/work experience)

Employer:

Dates employed:

In what capacity/salary:

Duties involved:

Employment ceased because:

Employer:

Dates employed:

In what capacity/salary:

Duties involved:

Employment ceased because:

Employer:

Dates employed:

In what capacity/salary:

Duties involved:

Employment ceased because:

Please describe an achievement during the past three years of importance to you, including any difficulties faced and how you overcame them:

Please state why you wish to become a Chartered Accountant and why you consider you have the qualities necessary to succeed:

How did you find out about BHP’s graduate trainee programme? (please tick one)

* ICAEW List of Training Vacancies
* University Careers Guide
* Graduate Recruitment Event
* BHP’s own website
* Personal recommendation (please give details)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Other (please state) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you applied to BHP previously? YES/NO (please delete as appropriate and give details if “Yes”)

Referee Details:

Reference 1 (Previous Employer)

Name:

Position:

Contact address or email address:

Reference 2 (Academic)

Name:

Position:

Contact address or email address:

**Are you eligible to work in the UK?** Unfortunately, we are not a registered Tier 2 employer and so are unable to sponsor students requiring a work permit. We will require proof of your eligibility to live and work in the UK if you are invited to interview.

**YES** I am eligible to work in the UK (please tick)

**Disability Discrimination Act**

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

YES/NO (please delete as appropriate)

If yes, do you require special assistance if invited to interview? (please specify details)

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, sex, sexual orientation, marital status, religion or belief.

**Criminal Convictions:**

Have you at any time been convicted of a criminal offence, including driving offences? If yes, please give details (unless spent, subject to the Rehabilitation of Offenders Act 1974):

YES/NO (please delete as appropriate)

**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 lead to my being dismissed if appointed to the post.

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

Signature

Date

**If extra space is required to answer any of the questions set out in this application form, please attach/submit on a separate page.**

**Completed application forms should be returned ASAP but by the closing date in any event to:**

**Mrs Jayne Sibley, HR Manager, BHP by email at recruit@bhp.co.uk**

Have you ever been declared bankrupt or had any County Court judgements issued against you?

YES/NO (please delete as appropriate)

Office Use Only:

Shortlisted/Outcome \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_