



# APPLICATION FOR GRADUATE TRAINING AGREEMENT/ 12-MONTH UNDERGRADUATE PLACEMENT SUMMER 2022

This application form is for the Graduate & Undergraduate Placement Programmes only.

Please complete all of the sections of this form, using typeface not handwriting.

If you have insufficient space for any of your answers, please use the "Additional Information" section at the end of the form and reference the section/question your response applies to.

## Which role(s) do you wish to apply for:

(please number in order of preference where you wish to apply for more than one role):

<u>Graduate</u>	Sheffield	Chesterfield	Leeds	York	Cleckheaton
Audit/Accountancy (ACA)					
Corporate Finance (ACA)					
Financial Planning (CII)					
Tax (ATT/CTA)					

<u>Undergraduate</u> (12-month Placement)	Sheffield	Chesterfield	Leeds	York	Cleckheaton
Audit/Accountancy					
Corporate Finance					

## Personal Details:

<b>Title</b>	
<b>Surname</b>	
<b>Forename(s)</b>	
<b>Known as</b>	
<b>Correspondence Address</b>	
<b>Mobile Number</b>	
<b>Home Number</b>	
<b>Email Address</b>	

**NB: Candidates who do not meet the minimum entry criteria will not be considered unless there are significant extenuating circumstances (to be detailed on the final page of this form). If you have a Master's Degree, in addition to a Bachelor's Degree, please provide details of your Master's on the final page of this form.**

**Under-Graduate Degree:**

<b>Name of University</b>			
<b>From</b>		<b>To</b>	
<b>Course Name</b>			
<b>Classification</b>		expected/obtained (please delete as necessary)	
<b>Year 1 Modules &amp; Results</b>			
<b>Year 2 Modules &amp; Results</b>			
<b>Year 3 Modules &amp; Results</b>			
<b>Year 4 Modules &amp; Results</b>			
<b>Academic distinctions/ awards/prizes</b>			

**Schools/Colleges Attended:**

	Secondary	College
Name		
From		
To		
Location		

**You should be specific about the title of the subject and exam board to enable correct calculation of UCAS points/eligibility.**

**A Level (or equivalent) results obtained** (please list):

Exam Board	Subject	Grade	UCAS Points

**GCSE results obtained** (please list all):

Exam Board	Subject	Grade
	1. Maths	
	2. English Language	
	3.	
	4.	
	5.	
	6.	
	7.	
	8.	
	9.	
	10.	

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

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**Do you hold a full clean driving licence?** YES/NO  
(please delete as appropriate)

**If yes, do you have access to a car to use for work?** YES/NO  
(please delete as appropriate)

**Please give details of any positions of responsibility you have held since leaving school:**

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

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<b>Do you have any previous work experience?</b> (please delete as appropriate)	YES/NO
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**If yes, please give details below:**  
(most recent first)

<b>Employer 1</b>	
<b>Dates Employed From &amp; To</b>	
<b>Job Title and Brief Details of Main Duties</b>	

<b>Employer 2</b>	
<b>Dates Employed From &amp; To</b>	
<b>Job Title and Brief Details of Main Duties</b>	

<b>Employer 3</b>	
<b>Dates Employed From &amp; To</b>	
<b>Job Title and Brief Details of Main Duties</b>	

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

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**Please state why you wish to become a Chartered Accountant/Tax Adviser/Financial Planner/undertake a Corporate Finance/Accountancy Placement** (please delete as appropriate):

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**What personal qualities do you have which will help you to succeed in your chosen career?** (please give examples where possible):

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**Where did you hear about training opportunities with BHP?**

(please tick as appropriate and give details where requested)

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

**Have you applied to BHP previously?**

YES/NO

(please delete as appropriate and give details if "Yes")

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**Referee Details:**

(these will only be requested once a role has been offered to you)

**Reference 1 – Personal or Previous Employer**

<b>Name</b>	
<b>Correspondence Address</b>	
<b>Email Address</b>	
<b>Position and Relationship to you</b>	

**Reference 2 – Academic**

<b>Name</b>	
<b>Correspondence Address</b>	
<b>Email Address</b>	
<b>Position and Relationship to you</b>	

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.

**Eligibility to Work in the UK:**

<b>Are you eligible to work in the UK?</b> (please delete as appropriate)	YES/NO
<b><u>NB: BHP is not a registered Tier 2 Employer and is unable to sponsor work permit applications. Therefore, we are unable to consider candidates who are not eligible to work in the UK without a permit. We will require proof of your eligibility to live and work in the UK if you are invited to interview.</u></b>	

**Equality Act:**

<b>Do you consider yourself to have a disability as defined by the terms of the Equality Act?</b> (please delete as appropriate)	YES/NO
<b>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 detail below so that we can make any necessary arrangements/adjustments:</b>	

**Criminal Convictions:**

<b>Have you at any time been convicted of a criminal offence, including driving offences?</b> (please delete as appropriate)	YES/NO
<b>If yes, please give details (unless spent, subject to the Rehabilitation of Offenders Act 1974):</b>	

**Court Orders:**

<b>Have you ever been declared bankrupt or had any County Court judgements issued against you?</b> (please delete as appropriate)	YES/NO
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**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**

**Additional Information:**

**NB: Please use this section of the form to provide any information that you think is relevant to your application, including details of significant extenuating circumstances in relation to minimum entry criteria, and details of your Master's Degree (if relevant).**