

SHAWS APPLICATION FORM

Reference No

3. Employment History (continue on separate sheet if necessary)

Present and previous employment (most recent first)	Position held and brief description of duties	From	To	Reason for leaving

4. Supporting Information

Describe your experience, skills, and knowledge which are particularly applicable to the post. Please refer to job description when completing this section.

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5. Referees

Name and details of two referees, the first of whom should be your current or most recent employer.

1	2
Name of Referee:	Name of Referee:
Status/Position Held:	Status/Position Held:
Relationship to you:	Relationship to you:
Employer Name:	Employer Name:
Employer Address:	Contact Address:
Postcode:	Postcode:
Tel No.	Tel No.
E-mail address:	E-mail address:

Please return completed form to:

**HR Department
Shaws
Chartered Tax Advisers
19 George Road
Edgbaston
Birmingham
B15 1NU**

EQUAL OPPORTUNITIES MONITORING

Shaws is committed to ensuring equality of opportunity for all, irrespective of gender, ethnic origin, disability, religion or age. The following information will be used by Shaws for recruitment monitoring purposes. Information will be treated in the strictest confidence and in accordance with the provisions of the Data Protection Act 1998.

Date of Birth

Disability

Do you have a disability

YES NO

If Yes, please describe

Ethnic Origin

Which of the following best describes your ethnic background

African	<input type="checkbox"/>	White other	<input type="checkbox"/>
Caribbean	<input type="checkbox"/>	Black European	<input type="checkbox"/>
Chinese	<input type="checkbox"/>	White European	<input type="checkbox"/>
Asian	<input type="checkbox"/>	Other (please specify)	_____

Gender

Are you: Female Male

Post applied for _____

Where did you see it advertised? _____

Signed _____ Date: _____

Name (please print) _____

GUIDANCE FOR APPLICANTS

Qualifications

Please list your educational background starting with the most recent attainments. Also list any relevant training/courses that you have attended.

Successful applicants will be required to provide proof of relevant qualifications.

Present and Past Employment

Please list past and present employment starting with current or most recent. Include details about the position held, brief description of duties, the date you commenced employment, the date you left and the reasons for leaving.

Experience, Skills and Knowledge

In this section please demonstrate how you meet the criteria listed on the Job Description. You are not limited to one page. Attach any additional pages. You can either handwrite or word process the application form. Please note that CV's will not be considered.

References

We require you to supply us with 2 referees. If you are employed, or have been in the past, the first referee should be your employer. Referees will only be contacted after an offer of employment has been made.