

STAFF WANTED

CS Corporate Solutions



Accounts Assistant required immediately by fast growing Stonehaven Chartered Accountants. Full time job for enthusiastic person. Must be experienced bookkeeper or at least part qualified in accounts or tax. Ability to work on own initiative essential. Duties include preparation of accounts and tax returns (specialist software) for owner managed businesses. A great opportunity for the right person, including the opportunity to study to complete a relevant qualification. Apply in writing with CV or return our application pack by **30 September 2019**.

JOB APPLICATION PACK

LARGE PRINT and electronic versions of this application form are available on request. The electronic version is produced using Microsoft Word. To request an electronic version please email vacancies@cscorporatesolutions.co.uk or telephone Charlie Sands or Sandra Sands on 01569 760321.

The deadlines for receipt of the application form is stated above. Any forms received after this date may be excluded from the application review process.

Completed forms should be either emailed to vacancies@cscorporatesolutions.co.uk or posted to the undernoted address.

As an alternative to completing this form, you may submit a CV. However you should make sure all relevant information such as information on health, criminal offences and eligibility to work in the UK is included your CV or a covering letter. You should also attach an equal opportunities form (which may be in a separate sealed envelope, if you prefer).



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Personal information (please complete in BLOCK CAPITALS)

Title	Mr / Mrs / Ms / Miss
Name	
Address (incl. postcode)	
Home tel	
Mobile tel	Email
Place of birth	Nationality

Car owner	Full valid licence held	Type of licence held	No of penalty points
Yes / No	Yes / No	Manual / Automatic	

Education

Name of secondary school(s), college(s) or university	Date from	Date to	Subject/course title	Level	Grade

Education continued

Detail any scholarships, awards or prizes won at school, college, polytechnic or university

List any other qualifications or skills you think are relevant to the position e.g. knowledge of foreign languages, computer knowledge and proficiency, etc.

Work related training

Detail any recent training courses attended

Course title

Provider

Date attended

Employment history (list current or last appointment first)

Employer name and address	Salary	Start date	End date	Position held with description of duties, responsibilities and reason for leaving

Achievements, skills and interests

Describe any personal achievements of which you are particularly proud

Describe any special skills and/or experience that would make you suitable for this position

Give details of your main interests/hobbies – what do you contribute and what do you get out of them

Medical/health information

Are you in good health?	Yes / No
Do you have any recurrent illnesses?	Yes / No
Please provide details of any serious illness or accident suffered by you in the last 5 years	
Do you consider yourself to have a disability?	Yes / No
Please provide details of any disability	
Please provide details of any days absent or sick from work in the last 3 years i.e. number of days absent and reason	

Criminal offences

If you have been found guilty of any offence (other than road traffic offences that did not lead to a disqualification or prison sentence) please give details
Please give details of any Sheriff Court/County Court judgements, debts registered against you, bankruptcy, fraud, etc.

Asylum and Immigration Act 1996

Under Section 8 of the Asylum and Immigration Act 1996 we need to consider applicant's eligibility to work in the United Kingdom. If you are selected for interview, would you be able to produce an official document showing your name and national insurance number (e.g. P45), or some other document (e.g. passport) to evidence that you are entitled to live and work in the United Kingdom?

Additional information

Are there any particular questions you would like to raise at interview?

If you feel there is anything which has not been covered adequately elsewhere in your application, please elaborate below

References and availability

Earliest date available for employment:

Please give the names of two referees, one of whom should be your current or most recent employer. Referees will not be contacted without your permission. Please complete in **BLOCK CAPITALS**.

Name	Name
Address	Address
Postcode	Postcode
Tel	Tel
Email	Email
Occupation	Occupation

Declaration

I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal.

I understand these details will be held in confidence by the company, for the purpose of assessing this application, ongoing personnel administration and payroll administration (where applicable) in compliance with the Data Protection Act 1998. Should my application be unsuccessful, the retention period will be one year. Should I be successful, I understand that the data will form the basis of my employment and personnel files.

Signature _____

Date _____

PERSONAL CHARACTERISTICS

Name _____ Post title _____

Using the following scores, how would you assess your abilities in the areas set out below?

Characteristics / experience	1 (slight)	2 (fair)	3 (average)	4 (good)	5 (excellent)
Ability to accept instructions					
Ability to work accurately					
Ability to work quickly					
Ability to work with others					
Communication skills					
Ability to work methodically					
Ability to work under pressure					
Telephone manner					
Ability to meet deadlines					
Knowledge of word processing packages e.g. Microsoft Word (list programs)					
Knowledge of spreadsheet packages e.g. Microsoft Excel (list programs)					
Knowledge of any other computer programs (list)					

Equal Opportunities Questionnaire

POLICY

It is the policy of CS Corporate Solutions to provide equal opportunities in all areas of employment including recruitment, training, promotion and dismissal. All decisions will be made with regard to the requirements of the job and shall not be influenced by any considerations of national origin, religion, sex, disablement, age, race or colour.

MONITORING

For the policy of equal opportunities to be effective, detailed monitoring of applications etc will be carried out. This necessitates the collection of information regarding the applicant's sex, ethnic origin, disablement etc. This information will not be used by those involved in selection procedures and is for statistical purposes only. It will be separated upon receipt of application forms before consideration of candidates takes place, and will be treated as confidential.

1. I would describe my race or cultural origin as: (tick as appropriate)

- (a) Asian Indian
- (b) Asian Pakistani
- (c) Asian Bangladeshi
- (d) Asian Other (please specify)
- (e) Black African
- (f) Black Caribbean
- (g) Black Other (please specify)
- (h) Chinese
- (i) White
- (j) White Irish
- (k) Other (please specify)

2. My sex is: (tick as appropriate)

Male Female

3. My marital status is: (tick as appropriate)

Single Married Divorced Widowed

4. My age is:

16-19 20-29 30-39 40-49 50-59 60+

5. I am disabled as defined by the Disability Discrimination Act 1995. (tick as appropriate)

Yes No

If yes, please specify nature of disability:

First names: Surname:

Date of birth:

Date: Signature:

