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| **POSITION APPLIED FOR:** | |  | | | |
| **Please note that ‘Sagars’ is the trading name for Sagars Accountants Ltd**  **The following information will be treated in the strictest confidence and will be**  **maintained in accordance with Data Protection legislation.** | | | | | |
| **(Please complete this section in BLOCK CAPITALS)** | | | | | |
|  | | | | | |
| Surname: |  | | First Name(s): |  | |
| Permanent Address: |  | | | | |
| Term time address if applicable: |  | | | | |
| Mobile number: |  | | | | |
| Email address: |  | | | | |
|  | | | | | |
| If you have a disability, please let us know about any reasonable adjustments that we will need to make to accommodate you throughout the application and recruitment process. | | | | | |
|  | | |  | | |
| Are you involved in any activity which might limit your availability to work or your working hours e.g. local government, territorial army, police special officer etc? | | | | | YES/NO |
| If YES, please give full details. | | | | | |
|  | | | | |  |
| Are you subject to any restrictions or covenants which might restrict your working activities? | | | | | YES/NO |
| If YES, please give full details | | | | | |

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| Please note that the provisions of s4.2 of the Rehabilitation of Offenders Act 1974 do not apply in the case of persons seeking to become chartered accountants.  At the point of initial registration with ICAEW students are required to declare any act or default likely to bring discredit on themselves, ICAEW or the profession of accountancy, however long ago the offence or circumstances occurred. Offences or circumstances occurring following initial student registration should be declared to ICAEW as soon as practicably possible. If you are found to have failed to disclose this information your registration may be revoked or later membership prevented or withdrawn. | **Acts requiring disclosure would include (but are not limited to):**   * being found guilty of (or having pleaded guilty to) any criminal offences; * having been charged with a criminal offence which is as yet to come to trial; * entering into an Individual Voluntary Arrangement or similar composition with creditors; * failing to satisfy a judgement debt; * being the subject of an adverse finding by a professional body or regulator; * having had a disqualification order made, or having given a disqualification undertaking, under the Company Directors Disqualification Act 1986, or similar overseas legislation; or * having entered into bankruptcy or being a discharged bankrupt.   If any of the above statements apply to you, or you think that there are similar matters which you should declare, please attach details with your application. | |
| Do any of these circumstances (or similar) apply to you? | | YES/NO |
| Have you at any time been the subject of any investigation or disciplinary hearing by any professional body? | | YES/NO |
| If YES, please give full details: | | | |
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| Are you willing to work overtime and weekends if required on occasion? | | YES/NO |
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| Please give any dates when you will definitely not be available for interview: | | |
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| --- | --- |
| Please tell us when you will be available to start work: | |
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|  |  |
| Have you ever worked for this business before? | YES/NO |
| Have you applied for employment with this business before? | YES/NO |
| Are you related to any person who is a partner or employee of Sagars? | YES/NO |
| If YES, please give full details: | |

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| --- | --- |
| Do you need a work permit to take up employment in the UK?  ***Please note that we do not hold an Employer Sponsorship Licence and so cannot issue certificates of sponsorship.*** | YES/NO |
| If YES, please give full details: | |

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| **If you are offered a position, you will be required to complete a medical questionnaire.** |

**EDUCATION:**

|  |  |  |
| --- | --- | --- |
| Secondary education | | |
| Name of establishment | From | To |
| Sixth Form education | | |
| Name of establishment | From | To |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Examinations -Please list all attempts, whether passed or not (prior to University) | | | | | | | | |
| **Date** | **Level** | **Subject** | **Grade** |  | **Date** | **Level** | **Subject** | **Grade** |
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| Tertiary education | | | |
| Educational establishment, course title and principal subject: | From | To | Qualifications or accreditation gained / predicted grade |
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| What additional positions of responsibility did you hold in secondary or further education? e.g. Sports captain or prefect? | | | |

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| --- | --- | --- | --- |
| Job related training or courses | | | |
| Training provider and course title | From | To | Qualifications or accreditation gained: |

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| Professional memberships (please list technical or professional associations including membership or roll numbers) |
|  | |

**PRESENT OR LAST EMPLOYMENT**

**(include details of any permanent, temporary or vacation employment):**

|  |  |  |  |
| --- | --- | --- | --- |
| Date started: | Date finished: | | Reason for leaving: |
| Name of present or last employer: | |  | |
| Address: | | | |
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|  | | | |
|  | | | |
| Telephone No: | |  | |

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| --- | --- |
| Nature of business: |  |

|  |  |
| --- | --- |
| Job title and a brief description of your duties: |  |
|  | |

**PREVIOUS EMPLOYMENT:**

**Please give brief details of your past employment, *excluding* your present or last employer, stating with the most recent first.**

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| --- | --- | --- | --- |
| Name and address of employer: | Dates (month/year) | Position held/Main duties | Reason for leaving |
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| Additional information |
| Please explain why you wish to train as a Chartered Accountant, indicating the relevant qualities you possess:  Please explain why you wish to join Sagars: |

**OTHER INTERESTS/ACTIVITIES**

**Please list any additional work you currently perform (whether paid or unpaid) and any office holdings (e.g. company secretary, voluntary associations, treasurer, trustee/board member of not-for-profit organisation):**

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**INTERESTS, ACHIEVEMENTS, LEISURE ACTIVITIES (e.g. hobbies, sports, club memberships):**

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DECLARATIONS

By signing below, I agree that:

**I have read and understand the Job Applicant Data Privacy Notice, and**

**I understand that the information given on 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.**

|  |  |
| --- | --- |
| Signature: | Date |

REFERENCES

**Please give the names of two people (one of which should be your present or most recent employer, where applicable, and neither of whom should be related to you) whom we may approach for a reference:**

**Can we approach your current employer before an offer of employment is made? YES/NO**

|  |  |
| --- | --- |
| Name : | Name : |
| Position: | Position: |
| Address: | Address: |
|  |  |
|  |  |
| Email: | Email: |
| Tel. No: | Tel. No: |

References to ‘we’, ‘us’ or ‘Sagars’ in this Data Privacy Notice mean Sagars Accountants Ltd.

As part of any recruitment process, Sagars collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meet our data protection obligations. Our recruitment processes are not based solely on automated decision-making.

**Data Controller**

Sagars Accountants Ltd is the Data Controller for the personal data processed about you as part of our recruitment activities.

**Legal basis**

By providing us with your personal data and agreeing to us processing your application for employment you provide us with your consent to process that data. Should your application be successful, your personal data will be further processed under the legitimate interest of engaging in a contract with you and onwards for the purposes of administering your employment.

**Your consent**

By providing your personal data on our application form or otherwise as part of our recruitment process you agree that we may process it for the purposes of assessing and responding to your application for employment. You further agree that we may retain your personal data to consider you for other suitable positions in the following 18 months. If you do not provide your consent to our processing your personal data we will be unable to progress your application. Your consent is collected by you ticking the relevant box to confirm you have read and understood this policy.

**Types of personal data processed**

In order to process your application, we will process both ‘personal data’ and ‘special category personal data’ (as defined in the Data Protection Act 2018) as provided by you to us.

**Categories of data subjects**

We will only process your personal data as part of the recruitment process. In the event that we take up references, we will also process limited personal data of your referees as provided to us by you.

**Data security**

Sagars takes the security of your data seriously. We have put in place technological and organisational controls, including policies and procedures, to protect your personally identifiable information from loss, misuse, unauthorised disclosure, alteration or unintentional destruction. Our team members who have access to the data have been trained to maintain the confidentiality of such information. Conditions to protect data to at least the same standard as we do are cascaded to all our sub-processors and suppliers. We carry out regular monitoring and testing of our security defences to ensure they continue to be effective against the latest threats. Data transferred over the internet by us and through our website are protected using encryption technologies. Please note that no communications over the internet can be guaranteed as completely secure. Whilst we take appropriate steps to protect your data, we cannot guarantee that it will remain secure in transit.

**Location of data**

Your personal data may be transferred to countries outside of the European Economic Area (EEA) to comply with our legal or contractual requirements. Where data is transferred outside of the EEA, it is done on the basis of appropriate safeguards, for example binding corporate rules, EU model clauses or a declaration of adequacy.

**Duration of data processing**

If your application is unsuccessful, we retain your personal data for eighteen months before it is deleted from our systems or destroyed.

If your application is successful, we will continue to process your data in accordance with our Data Retention Policy and fair processing information provided to you as part of our employment process.

**Your rights**

Under the data protection laws you have a number of rights with regard to your personal data including access, rectification, erasure, restriction and objection to processing. Any requests to exercise data subject rights should be sent to Sagars Accountants Ltd’s Data Protection Officer by emailing [dataprotection@sagars.co.uk](mailto:dataprotection@sagars.co.uk). If you are unhappy with the way we have handled your personal data you may complain to the Information Commissioner’s Office who can be contacted via their website at [www.ico.org.uk](http://www.ico.org.uk).