

THE ROBERT PRICE GROUP

APPLICATION FORM for ACCOUNTS TRAINEE

Robert Price is an equal opportunities employer

An electronic version of our Privacy Policy is published on our website: www.robert-price.co.uk

Please contact us on 01873 858585 if you require an application form in large print.

Personal Details

Your full name:

Home address:

E-mail address:

Phone number(s):

Nationality:

What documents will you be producing in support of your right to work in the UK?

Where did you hear about this vacancy?

If this was from an existing Robert Price employee, please give their name:

What other employment interests do you have:

If offered this position, will you continue to work in any other capacity? If yes, please give details including hours:

Please give details of the remuneration package you require:

How much notice do you have to give (if relevant) and when would you be available to start work?

Is the role you have applied for within commutable distance for you and how would you travel to work?

Interviews

Preliminary interviews may be conducted remotely using Teams or Zoom.

Do you have access to these platforms?

Say here if there is a time or day of the week which suits you best?

Adjustments

If successful, what reasonable adjustments are required in the workplace to allow you to take up the role?

Employment History

List your present and past employments, **starting with your most recent.** Copy this sheet for more entries if necessary. **If you are enclosing a CV please complete this page as well.**

Name & Address of Employer	From: Month & Year	To: Month & Year	Starting Salary	Leaving Salary	Name of Manager
			£	£	
			per	per	
	Job Title				
	Describe the work you did:				
Tel:					
Type of business	Reason for leaving				

Name & Address of Employer	From: Month & Year	To: Month & Year	Starting Salary	Leaving Salary	Name of Manager
			£	£	
			per	per	
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Name & Address of Employer	From: Month & Year	To: Month & Year	Starting Salary	Leaving Salary	Name of Manager
			£	£	
			per	per	
	Job Title				
	Describe the work you did:				
Tel:					
Type of business	Reason for leaving				

Please describe any other work you have been involved in, e.g. voluntary, freelance, project work etc.

Dates/duration

Description

Education, Qualifications & Training

Beginning with the most recent events, give details of your education, qualifications and training to date. If invited to attend an interview, please bring your qualification certificates with you.

Places attended

Dates
From/To
(*optional*)

Qualifications
Gained

Interests

Give details of your main interests outside work

Additional Information

Give any further information which you think may assist us in considering your application.

References

Please provide names, addresses and occupations of two referees (not relatives), preferably previous employers who we may approach with regard to your application. By giving these referees, you authorise us to approach them for a reference. If this authority is conditional please state your conditions.

Name:

Name:

Company:

Company:

Address:

Address:

Email:

Email:

Telephone:

Telephone:

If this reference authority is conditional (e.g. upon job offer) please state your conditions here:

ACCOUNTS TRAINEE APPLICATION

Please use additional sheets if necessary, using the paragraph numbers

Experience

1. What should be the qualities of a good admin assistant?

2. What aptitudes, skills and personality traits do you have which you think would be most relevant/helpful for this position? Give examples of any achievements which would demonstrate these skills.

3. Do you have experience in an accountancy or office admin role? If yes, please give details.

4. IT Skills and experience. Please list the programmes with which you are familiar and give practical examples of how you have used them in a work context.

5. Please give details of your experience in using Microsoft Excel including the types of formulas you are confident with.

6. (a) What is meant by 'good customer service', with particular reference to this job role. How can it be achieved?

(b) Give examples of how to communicate well in person/on the phone/by email.

7. Give examples of your organisational skills, methods and attention to detail.

8. Give details of any knowledge or experience you may have had of building materials and their application. (Helpful but not essential.)

Please give details of any relevant medical conditions you have which might reasonably be considered to affect your ability to perform the job:

Are you a smoker/vaper? (all our workplaces are non-smoking areas)

Declaration

The information given in this application is correct.

Signature:..... Date:

Please return completed form by email to: jobs@robert-price.co.uk