

REG NO:

TITLE:	CV ATTACHED/EMAILED Yes / No
FORENAMES:	TEMPORARY Yes / No
SURNAME:	Min hourly rate: £ _____ per hour
ADDRESS:	PERMANENT Yes / No Full time / Part Time
	Min Salary: £ _____ per annum
	Current Salary: £ _____ per annum
	DATE AVAILABLE FROM / NOTICE PERIOD:
POST CODE:	PREFERRED LOCATIONS :
MOBILE ☎	DRIVING LICENCE Yes/No Clean / Endorsements
HOME ☎	TRANSPORT: Car / Motorcycle / Bicycle / Public
EMERGENCY CONTACT ☎ NAME:	HOURS AVAILABLE: Days / Eve / Weekends / School / Other:
EMAIL ADDRESS:	
SEX: Male / Female	STUDENT: Yes / No
DATE OF BIRTH:	WORK PERMIT EXPIRY DATE:
DO YOU HAVE IMMIGRATION PERMISSION TO WORK IN THE UK? Yes/No or N/A (please circle clearly as appropriate)	PERMIT TYPE: (please specify) STUDENT VISA : Yes / No Permitted hours per week:
ID/DOCUMENTS PROVIDED: (please circle clearly as appropriate) NEW STARTER FORM SIGNED (TEMP ONLY): Yes / No	Valid Passport Birth Certificate N.I card / P45 / P46 BANK DETAILS FOR PAYMENT: Yes / No
DO YOU HAVE ANY UNSPENT* CRIMINAL CONVICTIONS? Yes / No	(If yes, please state convictions and dates)

PROFESSIONAL QUALIFICATIONS / EDUCATION (Please outline below)

CURRENTLY STUDYING FOR:

EMPLOYMENT HISTORY	DATES EMPLOYED	JOB TITLE AND DESCRIPTION
PRESENT/LAST EMPLOYER NAME	SALARY	
	REASON FOR LEAVING	
PRESENT/LAST EMPLOYER NAME	DATES EMPLOYED	JOB TITLE AND DESCRIPTION
	SALARY	
	REASON FOR LEAVING	
PRESENT/LAST EMPLOYER NAME	DATES EMPLOYED	JOB TITLE AND DESCRIPTION
	SALARY	
	REASON FOR LEAVING	

Data Protection Statement The information that you provide on this form and on any CV given will be used by Paterson Accountancy to provide you work finding services. In providing this service to you, you consent to your personal data being included on a computerised database and consent to us transferring your personal details to our clients. We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other way permitted or required by law.

*Certain types of employment and professions are exempt from the Rehabilitation of Offenders Act 1974 and in those cases particularly where the employment is sought in relation to positions involving working with children or vulnerable adults, details for all criminal convictions must be given. The information given will be treated in the strictest of confidence and only taken into account where, in the reasonable opinion of Paterson Recruitment the offence is relevant to the post to which you are applying. Failure to declare a conviction may require us to exclude you from our register or terminate an assignment if the offence is not declared but later comes to light

EDUCATION & ACCOUNTANCY QUALIFICATIONS

PLEASE TICK/COMPLETE BELOW QUALIFICATIONS AS APPROPRIATE ✓

No of GCSE Grade C+ _____ No of GCSE Grade D- _____ No of A/O Levels _____

BTEC Specify:

Degree Specify:

NVQ Specify:

RSA Specify:

Other: Specify:

1 st time passes	PQ ACA	Qualified ACA
Newly Qualified ACA	PQ ACCA	Qualified ACCA
Newly Qualified ACCA	PQ CIMA	Qualified CIMA
Newly Qualified CIMA	PQ CIPFA	Qualified CIPFA
Finalist ACCA	PQ Time barred	Qualified ACT
Finalist CIMA	PQ ACT	Qualified ATT
MBA	PQ ATT	Qualified AIIA
QBA	PQ CAT	Qualified AAT
Qualified ICM	PQ AAT	Qualified CAT
Qualified IPPM	PQ IPPM	Qualified Tax
	PQ ICM	Qualified Chartered Sec

Please mark skill level on categories in the section below **(B) Basic, (I) Intermediate (A) Advanced or (T) for Theory only**

GENERAL ACCOUNTS

Aged Debt Analysis	Analyst	Assess Bad Debts	Bookkeeping
Cashier	Contract Accountancy	Credit Control-Size: £ value:	Credit Management
Foreign Exchange	Intercompany Accounting	Ledger - Nominal	Ledger - Purchase
Ledger – Sales	Letters of Credit	Litigation	Overdue Accounts Processing
Stock Control	Pensions Admin	Petty Cash/Expenses	Practice
Reconciliation Accounts/Bank	Systems Set Up	Start Up	Wages/PAYE – Size:
Supervision-Number:	Systems Analysis	Trial Balance	P11D/P60/P38 processing

MANAGEMENT ACCOUNTS

Absorption Costing	(ABC)Activity Based Costing	Budgetary Control	Business Planning
Business Process Re -engineering	Capital Expend Assessment	Cash flow Forecasts	Change Management
Cost Accounting	Cost Classification	Marginal Costing	Monthly Mgmnt Accounts
Performance Evaluation	Product Pricing	Product/Job Costing	Project Accountancy
Sales Forecasts	Sales Statistics	Spreadsheet Modeling	Standard Costing
Transfer Pricing			

FINANCIAL ACCOUNTS

Accruals/Payments	Treasury	COMPANY LAW/SECRETARIAL	Meeting, Law, Practice
Balance Sheet Prep	Depreciation/Fix Asset	Bankruptcy/Insolvency	Registration Work
Consolidations	Stock Evaluations	Insurance	Due Diligence
Statutory/Year Accts	Year End Accounts	Pensions	
EMEA	Control Accounts	Joint Venture	
Financial Loss	Financial Analysis	IPO/AIM	
Profit & Loss	Variance Analysis	Company Secretary	
Cashbooks			

AUDIT

External	Internal
Sarbanes Oxley	Computer Audit yes/no
Incomplete Records	M & A Work
Company t/o Min Size Audited:	Company t/o Max Size Audited:

TAXATION

Capital Gains Transfer	Corporate Governance
Corporate Tax	IFRS
Personal Tax	Treasury
UKGAAP	USGAAP
VAT/Intrastate Returns	

IT SKILLS

AS400	Access	BPCS	Business Objectives
CODA	Cognos	Excel	Macros
ERP	Great Plains	Hyperion/SQL	Implementer
JBA	JD Edwards	JAVA	Kalamazoo
Kerridge	Lawson	Lotus	MANMAN
MRP	Mainframes	Micro Control	Navision
Oracle	Pegasus	Peoplesoft	Pillar
Powerpoint	Programming	SAP	Quick Books
SAGE 50	SAGE 100	SAGE 200	SAGE 500
Tetra	Visual Basic	TAS Books	Sun Accounts
Other ...			

AVAILABILITY

Full time	Part time
School hours	Days
Nights	Weekends

PREFERRED LOCATION

Oxford	Abingdon
Witney	Bicester
Other:	

INDUSTRY SECTOR *(Please highlight relevant industry experience)*

Accountants	Advertising	Agriculture	Automotive
Autosport	Biotechnology	Brewing	Business Services
Car Dealers	Car Manufacturers	Charities	Chemicals
Civil Engineers	Communications	Computer Hardware	Computer Industry
Computer Services	Computer Software	Construction	Consultancy
Distribution	Education	Electronics	Engineering
Environmental	Estate Agency	Finance/Insurance	FMCG
Food	Government	Healthcare	Holding Company
Catering/Hospitality	Housing Association	Import Export	Industrial Equipment
Internet	Leisure	Logistics	Manufacturing
Marketing	Media	Office Equipment	Oil/Gas
Pharmaceuticals	Printing	Publishing	Research
Retail	Scientific Research	Service Provider	Solicitors
Standards Authority	Transport	Utility	

LANGUAGES

English	French	Dutch	Swedish
Italian	Spanish	German	Russian
Japanese	Other/s:		

STRENGTHS:**DEVELOPMENT AREAS:****IDEAL JOB:**

IN ORDER FOR YOU TO COMMENCE EMPLOYMENT WE REQUIRE FULL DETAILS OF 2 CONTACTABLE REFEREES, PREFERABLY PREVIOUS EMPLOYERS

REFEREE 1

Name:
Position:
Company:
Address:

Email address:

Tel/Fax No:

REFEREE 2

Name:
Position:
Company:
Address:

Email address:

Tel/Fax No:

COMPANIES/AGENCIES ALREADY APPROACHED:

COMPANIES NOT TO APPROACH:

PREFERRED INTERVIEW TIMES/DATE

Where did you hear about Paterson Accountancy? (Please circle as appropriate)

Paterson Accountancy website Reed Total Jobs Fish 4 Newspaper Recommendation Advertisement Other (please specify)

CANDIDATE DECLARATION

I hereby confirm that the information given is true and correct. I consent to my personal data and CV being forwarded to clients. I consent to references being passed onto potential employers. If, during the course of a temporary assignment, the Client wishes to employ me directly, I acknowledge that Paterson Accountancy will be entitled either to charge the client an introduction/transfer fee, or to agree an extension of the hiring period with the Client (after which I may be employed by the Client without further charge being applicable to the Client).

CANDIDATE NAME **SIGNED** **Date**.....

If you are under the age of 18, please state if you have received vocational guidance Yes/No

OFFICE USE ONLY

IDEAL JOB ROLE:

STRENGTHS/EXPERTISE:

COPIES ON FILE

Passport / Birth Certificate
VISA /Other:
NI copied / P45/ P46
References 1 2
Temp start Form signed
Bank Details provided
CV: email / hard copy
Qualifications checked
Other items:

AREAS FOR DEVELOPMENT:

MOTIVATION:

OTHER NOTES:

Appearance A/B/C

Speech A/B/C

Personality A/B/C

Enthusiasm A/B/C

Qualification Checks

ACA +44 (0)1908 248 250

ACCA +44 (0)20 7059 5000

CIMA +44 (0)208 849 2251

AAT+44 (0)845 863 0801