



6 Trevor Hill
Newry
Co Down
BT34 1DN

25a Market Street
Lurgan
Co Armagh
BT66 6AR

Titanic Suites
55-59 Adelaide Street
BELFAST
BT2 8FE

JOB APPLICATION

Please follow the instructions below:
Complete this form and return it with the monitoring form before the closing date of 2nd June 2017. Original paper forms or emailed scanned copies will be acceptable. All information will be treated in the strictest confidence. Late applications will not be accepted.

1. Applying for Position as: Trainee Chartered Accountant Reference: _____

2. Personal Details

Surname:

First Name:

Present Address:

Postcode:

Telephone No:

3. Driving Licence

Do you have a clean, current driving licence? Yes No

Do you own a car or have access to a car for business use? Yes No

4. Education

MAIN DETAILS OF SECONDARY EDUCATION				
Type of School	Dates		Subject Studied	Examinations Passed Grades Obtained
	From	To		

FURTHER EDUCATION INCLUDING PROFESSIONAL EXAMINATIONS				
Establishment	Dates		Degree Studied	Classification Obtained (if known), otherwise Classification Expected
	From	To		

DEGREE MODULES STUDIED		
Degree Modules Studied	Date Completed	Marks obtained (if known)

MEMBERSHIP OF PROFESSIONAL BODIES		
Name of Body	Grade of Membership	Date Gained

5. Employment

EMPLOYMENT HISTORY (FOR THE LAST THREE YEARS UP TO PRESENT EMPLOYMENT)			
Name, Address & Business of Employer	Dates From To	Job Title	Main Duties & Responsibilities

6. Relevant skills, experience, personal qualities and reasons for wishing to be considered for a training contract as a Chartered Accountant with our firm.

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7. Other relevant information

Please use this section to provide any additional information, which you believe, is relevant to your application, i.e. degree work placements, significant extra curricular achievements.

A large, empty rectangular box with a thin black border, intended for the applicant to provide additional information relevant to their application, such as degree work placements or significant extra-curricular achievements.

8. Disability Discrimination Act 1995

Section 1 of the Act describes a disabled person as a person with a 'physical or mental impairment, which has a substantial or long-term affect on his/her ability to carry out normal day-to-day activities'.

Using the definition, would you consider yourself to be disabled?

Yes No (Tick as appropriate)

If yes, do you require any special arrangements to be made to assist you if called for interview?

Please provide details:

9. References

Please provide the names, addresses and occupations of two referees, one academic and one personal.

Name:
Address:

Telephone No:
Occupation:

Name:
Address:

Telephone No:
Occupation:

10. Verification of Information

I certify that all information, which I have provided, is correct.

I understand that knowingly giving false information, or suppressing any material fact may lead to disqualification from the recruitment process, job offering withdrawn or, if appointed, to dismissal.

Signed _____ Date _____

PRIVATE & CONFIDENTIAL

This section of the form will be separated from your application before any selection process begins.

MONITORING QUESTIONNAIRE

REF NO. _____

We are an Equal Opportunities Employer. We do not discriminate on grounds of religious belief or political opinion. We practice equality of opportunity in employment and select the best person for the job.

To demonstrate our commitment to equality of opportunity in employment we need to monitor the community background of our employees, as required by the Fair Employment and Treatment (NI) Act 1998.

Regardless of whether we practice our religion, most of us in Northern Ireland are seen as either Catholic or Protestant. We are therefore asking you to indicate your community background by ticking the appropriate box below.

I am a member of the Protestant Community

I am a member of the Roman Catholic Community

I am a member of neither the Protestant nor Roman Catholic Community

Could you please indicate whether you are:

Female Male

If you do not complete the questionnaire, we are encouraged to use the 'residuary' method which means that we can make a determination on the basis of personal information on file.