



DBASS Graduate Application Form

Please complete all fields

DBASS Chartered Accountants is an Equal Opportunities Employer. All applications to be emailed to jkavanagh@dbass.ie

Position(s) Applied For:

Personal Details:

Surname:

Forname(s):

Mobile No:

Email:

Address:

Leaving Certificate Examination:

Name of School:

From:

To:

Level

Subject

Grade

Level

Subject

Grade

University/ Third Level Attendance:

Name of University / Third Level College:

From-To:

Graduate Date:

Discipline:

Name of University / Third Level College:

From-To:

Graduate Date:

Discipline:

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Other Qualifications/ Courses Completed:

Computer Skills:

Please select the packages which you have experience of and tick(/) as appropriate your level of knowledge

Excel	Input into spreadsheets		Spreadsheet Design & Formula insertion		Macro Programming	
Access (Databaes)	Use of database		Database Manipulation		Database Design	
Word	Letter typing		Mail Merge		Report Design	

Other Packages Used

About You:

What motivated you to apply for this trainee accountant position (100 words or less)

Career Objectives:

What are your career objectives?



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How did you hear about DBASS?

Have you previously applied to a position with DBASS?

Yes:

No:

Date Applied:

Please rank in order of preference (1= most preferred and 4 = least preferred) which department you are most interested in joining.

Audit	Tax	Consultancy Services	Business Services
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Current & Previous Employment

Employer Details

Dates

Position/ Key Responsibilities/ Achievements

Competencies

These five competencies are important for trainee accountants in our firm. Please provide examples of how you might have demonstrated these competencies(either in your college environment or elsewhere)

Competency	Evidence
Customer & Quality Focus <ul style="list-style-type: none">• The ability to focus on understanding customers' needs and to respond effectively and efficiently to them(the word 'customer' is broadly defined and includes both internal and external customers)• Is determined to offer a quality service to all customers• Ensures work carried out is of a high standard	

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Competency	Evidence
Team Work <ul style="list-style-type: none"> • Achieves goals through a team effort • Works co-operatively with others • Interacts with others in a manner that builds and fosters trust 	
Building & Maintaining Relationships <ul style="list-style-type: none"> • Builds and maintains relationships with a network of people who may be able to assist • Recognises the two-way nature of relationships and works to develop mutually beneficial partnerships • Interacts with others in a manner that builds respect and fosters trust 	
Problem Solving & Analytics <ul style="list-style-type: none"> • Understanding a situation, issue, problem etc. by breaking it into smaller pieces, or tracing the implications of a situation in a step-by-step way • It also includes organising the parts of a problem, situation etc. in a systematic way; making systematic comparisons of different features or aspects; setting priorities on a rational basis; and identifying, or if-then relationships 	
Attention To Detail <ul style="list-style-type: none"> • Accomplishes tasks through concern for all areas involved, no matter how small, showing concern for all aspects of the job • Accurately checks processes and tasks • Maintains watchfulness over a period of time 	

Please complete all fields

Employment Reference	Character Reference
Name/Address & Contact Number	Name/ Relationship/ Address & Contact Number
<p>Email address:</p>	<p>Email address:</p>

You must be legally entitled to reside and to work 39 hours per week in this state.
Are you an Irish Citizen or a citizen of a member state of the European Economic Area (EEA)?
(EEA countries are the European Union member states and Norway, Iceland and Liechtenstein).

State **YES** or **NO**:

Do you need a work permit and/or visa to live or work in Ireland?

State **YES** or **NO**: .

If you answered “No” then complete the following statement in your own words:
I do not need an employment permit or visa to work and live in Ireland because

Signature of Applicant:

Date:



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Data Protection Statement

All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications with, for recruitment purposes only. The Company will treat all personal information with the utmost confidentiality and in line with current data protection legislation.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.

For more information on how we use the information you have provided, please see our privacy notice for job applicants which is located on our website in the Careers section.

Declaration

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. I agree that the organisation reserves the right to require me to undergo a medical examination. Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor.

Signature of Applicant:

Date:

**To Complete Your Application
Download Your Form
&
Hit Submit**