

## APPLICATION FORM FOR TRAINEE ACCOUNTANT

DBASS Chartered Accountants is an Equal Opportunities Employer. All applications to be emailed to [jkavanagh@dbass.ie](mailto:jkavanagh@dbass.ie)

### POSITIONS APPLIED FOR:

Job Title:	Trainee Accountant
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### PERSONAL DETAILS:

Surname:		First name(s):	
Contact phone no:		Email address:	
Contact address:			

### LEAVING CERTIFICATE RESULTS:

Name of School	From	To	Subjects	Level	Grade
Total Points					

### EDUCATION:

Third level Course and College attended	Dates	List final year subjects and results; or expected
College attended: Course:		
College attended: Course:		

### OTHER QUALIFICATIONS AND COURSES ATTENDED:

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**COMPUTER SKILLS:** *(Put an X in each box as appropriate and enter the name of the specific package used.)*

Packages Used					
Excel	Input into spreadsheets		Spreadsheet design and inserting formulas		Macro programming
Data Base skills	Use of database		Database manipulation		Database design
Word	Letter typing		Mail merge		Report Design
Other Packages used					

## ABOUT YOU:

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

## CAREER OBJECTIVES

Where did you hear about us and what are your career objectives?

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Have you made a previous application to this organisation?

Yes ☐ No ☐

Please rank in order of preference (1 = most preferred, 4 = least preferred) which Department you are most interested in joining:

Audit ☐ Tax ☐ Consultancy Services ☐ Business Services ☐

### CURRENT AND PREVIOUS EMPLOYMENT:

Employer, Address	Dates	Position, Key Responsibilities, highlighting 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
<b>Customer and Quality Focus</b> <ul style="list-style-type: none"> <li>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).</li> <li>Is determined to offer a quality service to all customers.</li> <li>Ensures work carried out is of a high standard.</li> </ul>	
<b>Team Work</b> <ul style="list-style-type: none"> <li>Achieves goals through a team effort.</li> <li>Works co-operatively with others.</li> <li>Interacts with others in a manner that builds respect and fosters trust.</li> </ul>	

<p><b>Building and Maintaining Relationships</b></p> <ul style="list-style-type: none"> <li>• Builds and maintains relationships with a network of people who may be able to assist.</li> <li>• Recognises the two-way nature of relationships and works to develop mutually beneficial partnerships.</li> <li>• Interacts with others in a manner that builds respect and fosters trust.</li> </ul>	
<p><b>Problem Solving &amp; Analysis</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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 time sequences, causal relationships, or if-then relationships.</li> </ul>	
<p><b>Attention to Detail</b></p> <ul style="list-style-type: none"> <li>• Accomplishes tasks through concern for all areas involved, no matter how small, showing concern for all aspects of the job.</li> <li>• Accurately checks processes and tasks.</li> <li>• Maintains watchfulness over a period of time.</li> </ul>	

### REFERENCES:

Please provide the name, address and contact number for two persons whom we can contact for references; ideally one reference should be from your previous employer and one reference should be a character referee who **should not** be related to you. Referees will **not** be contacted until the final stages of the selection process.

Employment Reference	Character Reference
Name, Address, Contact number	Name, Relationship, Address, Contact number
<p>Email address:</p>	<p>Email address:</p>

**RIGHT TO WORK:**

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.*

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**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 \_\_\_\_\_