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| SMITH COOPER Trainee ApplicationPlease complete the form below in as much detail as possible and return along with your CV and a cover letter to: hr@smithcooper.co.uk **Position applied for:**

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| **ACA** [ ]  | **AAT** [ ]  | **ATT** [ ]  | **ACCA** [ ]  |

**Preferred office location:**

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| **Birmingham** [ ]  | **Derby** [ ]  | **Nottingham** [ ]  |

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| **PERSONAL DETAILS** |
| First name: | Click or tap here to enter text. | Surname: | Click or tap here to enter text. |
| Preferred name: | Click or tap here to enter text. |  |
| Permanent address:  | Click or tap here to enter text. |
| Term time address (if different):  | Click or tap here to enter text. |
| Mobile number: | Click or tap here to enter text. | Email address:  | Click or tap here to enter text. |
| Date of birth: | Click or tap to enter a date. |
| Are you eligible to work in the UK? | Y [ ] N [ ]  | Are you able to prove this (for example, by showing your passport?) | Y [ ] N [ ]  |

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| **MOBILITY** |
| Are there any dates when you are not available for interview in January/February? If yes, please state: |  |
|  | **Y** | **N** |
| Are you willing to travel as part of your role? |[ ] [ ]
| Do you have a full driving license? |[ ] [ ]
| Do you currently have any driving convictions? |[ ] [ ]
| Do you have your own transport? |[ ] [ ]
| Would you be free to start work in September or earlier if required? |[ ] [ ]
| How did you hear about us? Name any friends/family at Smith Cooper:  | Click or tap here to enter text. |
| How did you hear about this vacancy? | Click or tap here to enter text. |

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| **EDUCATION** |
| *GCSEs* |
| Name of school:  | Click or tap here to enter text. |
| Total number of GCSEs grade A\* - C:  | Click or tap here to enter text. |
| GCSE English: | Click or tap here to enter text. | GCSE Maths: | Click or tap here to enter text. |
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| *AS and A Levels* |
| Name of institution:  | Click or tap here to enter text. |
| Level | Subject | Grade | Date | Board |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| *University (or other Further Education)* |
| Name of University: | From: | To: | B.A., B.Sc, etc | Subject: | Class expected/obtained: |
| Click or tap here to enter text. | Click or tap to enter a date. | Click or tap to enter a date. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| *Modules covered in degree course and results* |
| 1st year  | 2nd year | 3rd year | 4th year |
| Overall grade: Click or tap here to enter text. | Overall grade: Click or tap here to enter text. | Overall grade: Click or tap here to enter text. | Overall/expected grade: Click or tap here to enter text. |
| (Please list modules here)Click or tap here to enter text. | (Please list modules here)Click or tap here to enter text. | (Please list modules here)Click or tap here to enter text. | (Please list modules here)Click or tap here to enter text. |

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| **PREVIOUS EMPLOYMENT INCLUDING WORK EXPERIENCE** |
| Dates | Company and location | Remuneration | Duties |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

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| **OTHER QUALIFICATIONS AND SKILLS** |
| *e.g. other languages, I.T literacy, etc* |
| Click or tap here to enter text. |

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| **INTERESTS AND EXPERIENCE** |
| *Please outline your main interests including any positions of responsibility held, scholarships, awards, etc.* |
| Click or tap here to enter text. |

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| **PASSION** |
| *Describe your reasons for considering a career in accountancy and why choose Smith Cooper?* |
| Click or tap here to enter text. |

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| **LEADERSHIP AND TEAMWORK** |
| *Please give a recent example of a team in which you have been involved. What challenges did you face? What did you bring to the team? What was the outcome?* |
| Click or tap here to enter text. |

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| **PROBLEM SOLVING** |
| *Describe a recent challenge you have faced. What did you do to overcome it? What were the obstacles? What was the outcome?* |
| Click or tap here to enter text. |

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| **CLIENT SERVICE** |
| *Describe a situation when you have achieved a high level of customer service. What obstacles did you face? What was the outcome?*  |
| Click or tap here to enter text. |

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| **PRIVATE REFEREE** |
| Name: Click or tap here to enter text. | Address: | Click or tap here to enter text. |
| Company: Click or tap here to enter text. |
| Position: Click or tap here to enter text. |

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| **ACADEMIC REFEREE** |
| Name: Click or tap here to enter text. | Address:  | Click or tap here to enter text. |
| Institution: Click or tap here to enter text. |
| Position: Click or tap here to enter text. |

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| **DECLARATION** |
| I certify that the information in this application is complete and accurate. I understand that if inaccuracies are found at a later date Smith Cooper reserve the right to treat this as serious misconduct and may result in dismissal. I agree that Smith Cooper may hold and process any personal data relating to me and my application to the firm. I consent to Smith Cooper processing, by means of a computer database or otherwise, any information which I provide to them, for the purpose of my application.Signature: Click or tap here to enter text. Date: Click or tap to enter a date. |