|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| SMITH COOPER  Trainee Application  Please 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](mailto:hr@smithcooper.co.uk)  **Position applied for:**   |  |  |  |  | | --- | --- | --- | --- | | **ACA** | **AAT** | **ATT** | **ACCA** |   **Preferred office location:**   |  |  |  | | --- | --- | --- | | **Birmingham** | **Derby** | **Nottingham** | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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 |

|  |  |  |  |
| --- | --- | --- | --- |
| **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. | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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. | | | | |
|  | | | | | | | | | | | | | | |
| *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. | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **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. |

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

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

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

|  |
| --- |
| **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. |

|  |
| --- |
| **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. |

|  |
| --- |
| **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. |

|  |  |  |
| --- | --- | --- |
| **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. |

|  |  |  |
| --- | --- | --- |
| **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. |

|  |
| --- |
| **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. |