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| Full Name:  |   |  |
| Full Address:  |  |
| Contact tel no.:  |  |
| Email:  |  |

**EDUCATION**

Please provide the names and dates (to the nearest month) for all secondary schools, colleges and universities attended. State also any ACA/ACCA exams that you have already taken.

***PROFESSIONAL EXAMS:***

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| --- | --- | --- |
| ACA or ACCA? | Dates of exam pass | Subjects studied |
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***DEGREES:***

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| University | Dates of attendance | Subjects studied | Grades awarded |
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***A-LEVELS:***

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| --- | --- | --- | --- |
| Name | Dates of attendance | Subjects studied | Grades awarded |
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***GCSE:***

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| School/college | Dates of attendance | Subjects studied | Grades awarded |
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**EMPLOYMENT HISTORY**

Please provide the employer’s name, job role and dates (to the nearest month) of all employments since leaving school. Include voluntary work.

**PERSONAL SKILLS**

Please state what languages you speak and to what standard.

Please give details of any experience using accounting or bookkeeping packages.

Please state your experience using Office packages such as Excel and Word and indicate the standard.

Do you hold a clean, full UK driving licence?

Do you have any other skills that you think are relevant?

**GOOD CHARACTER**

**Do you have any criminal convictions or cautions? If Yes, please provide details in the space below.**

Are you happy to submit to a DBS check in the event of receiving a conditional job offer from us?

**HOBBIES AND INTERESTS**

Please provide details of your hobbies and interests including any volunteer work you have done.

**PERSONAL STATEMENT**

Please provide a personal statement of no more than 200 words, which includes why you want to train as an accountant and why you want to train with this firm.

Signature

Date