**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Name | Date of Birth |
| Home Telephone  | Mobile Telephone  |
| Home Address | Other Address |
|  |  |
|  |  |
|  |  |
| Email | Preferred contact address: |

**EDUCATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name & Address of Secondary School** | **From** | **To** | **Leaving Certificate Subjects** | **Levels** | **Grades** |
|  |  |  |  |  |  |
| **Total Points (if applicable)** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Third Level Institution** | **From** | **To** | **Degree / Course Title** | **Overall Results**  |
|  |  |  |  | Year 1:Year 2:Year 3:Year 4:Overall result: |
| *Post-graduate course* |  |  |  | Semester 1:Semester 2:Overall result: |
| You must attach/scan transcripts of your grades for each year of college. Tick here to show they are attached 🞎  |

**Are your academic results a true reflection of your ability? If not, why not?**

|  |
| --- |
|  |

|  |
| --- |
|  |
| **Which programme you are applying for:** | **AUDIT** |  |  | **TAX** |  |  |
| **If you previously applied to HLB McKeogh Gallagher Ryan please indicate year and programme applied for:** |

**IT SKILLS**

**Please indicate your knowledge of the following computer applications as basic, intermediate or advanced.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **MS Word**  |  | **MS Excel**  |  | **Relate Accounts Production** |  | **Revenue Online System (ROS)** |  |
| **Other Accounts Packages Used:**  |
| **Other Software Applications Used:**  |

**WORK EXPERIENCE (MOST RECENT APPOINTMENTs FIRST and include summer work)**

*Please add more rows if necessary*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Start date** | **Finish date** | **Organisation** | **Position & Nature (i.e. full time, part time etc)** | **Responsibilities** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**CAREER OBJECTIVES**

**Where did you hear about HLB McKeogh Gallagher Ryan?**

|  |
| --- |
|  |

**In less than 50 words, please share your reasons for applying for a position as a trainee accountant/tax advisor.**

|  |
| --- |
|  |

**How do you possess the key skills required to be an accountant or tax consultant?**

|  |
| --- |
|  |

**HOBBIES AND INTERESTS**

**Please give details of your current interests including your level of involvement, commitment and achievements.**

|  |
| --- |
|  |

**Please note anything further you consider relevant to your application or which you wish to raise at interview.**

|  |
| --- |
|  |

**DECLARATION**

|  |
| --- |
| I confirm that the above information is true and correct. I understand that if I knowingly make any false statements or withhold any relevant information this may result in subsequent dismissal or the withdrawal of any offer of appointment. |
| Signature |  | Date |  |  |
|  |

**The closing date for receipt of applications is 23rd October at 5pm**

**APPLICATIONS WILL ONLY BE ACCEPTED BY EMAIL**

**Please forward your completed application form to:** hr@mgraccountants.ie

***You may also submit a cover letter if you wish.***

**Please tick that you have included with your application form:**

🞎 Leaving Certificate results

🞎 Details of college subjects and grades for each year plus expected degree result – minimum honours degree

🞎 Cover letter (*optional*)

**PLEASE NOTE THESE POSITIONS ARE SCHEDULED TO START IN AUTUMN 2020**