

Application form

Please read all of the background documentation about this role before completing your application. Incomplete applications will not be considered. You may continue in a separate document if you need additional space to complete the education or work experience sections.

Personal details

Title:

Family name:

First name(s):

Address:

Telephone (home):

(work):

(mobile):

Email address:

Do you have permission to work in the UK? Yes No

If you do not have permission to work, please provide further information below

Education

Please note that where results have not yet been received, these must be due imminently or they cannot be included as part of your application.

UK degree or equivalent (or expected results), or provide AAT details

You should include: subject, class/grade awarded, date, and awarding institution

A levels or equivalent

You should include: subjects, grades, awarding institution and date(s) awarded

GCSE or equivalent

You should include: subjects, grades, awarding institution and date(s) awarded

Previous paid work experience

Please give details of your paid work experience, starting with your most recent role and working back from this. You should include the name of each employer, the dates of employment (including the month and year), your job title and a brief description of your duties.

Previous unpaid/voluntary work experience and/or extra-curricular activities while studying

Please use this section to give:

- details of unpaid/voluntary work experience gained
- details of extra-curricular activities while studying

Supporting information

Tell us more about why you would like to become a Chartered Accountant and why you have selected the ACA qualification specifically (maximum of 200 words)

Tell us more about why you would like to work for Sayer Vincent and solely with charities and other not-for-profit/social purpose organisations (maximum of 200 words)

Supporting information (continued)

Give an example of a time when you have needed to work flexibly to meet a tight deadline – what was the situation, what did you do, and what was the outcome? (maximum of 200 words)

Give an example of a time when you have needed to build a positive working relationship quickly with someone you hadn't met before – what was the situation, what did you do, and what was the outcome? (maximum of 200 words)

Supporting information (continued)

Give an example of a time when you have needed to work well in a team – what was the situation, what did you do, and what was the outcome? (maximum of 200 words)

Give an example of a time when you have explained a concept to someone or shared your knowledge or expertise – what was the situation, what did you do, and what was the outcome? (maximum of 200 words)

Referees

Please provide the names and contact details of two referees who can provide a reference. One should be from a previous manager (if possible) and one from an academic institution where you have studied, or alternatively from another previous manager. Personal references are not acceptable.

Referee 1

Name:

Referee's position:

Referee's organisation:

How do they know you?

How long have they known you?

Organisation address:

Email:

Telephone:

Referee 2

Name:

Referee's position:

Referee's organisation:

How do they know you?

How long have they known you?

Organisation address:

Email:

Telephone:

Where did you hear about us?

Charity Job website

Guardian website

ICAEW training vacancies website

Indeed website

Target Jobs website

Word of mouth

Other

If other, source:

Confirmations

I understand that I will be required to travel for work and to stay away from home when necessary.

I understand that I will need to study for my ACA qualification outside of work time, in addition to study leave, and that failure to progress in my ACA exams may put my employment at risk.

The data that I have supplied may be used by Sayer Vincent for the purposes of the recruitment and selection process and, if I am appointed, for the purpose of employing me. I understand that I can find out more here: <https://www.sayervincent.co.uk/privacy-notice/>

I confirm that I am entitled to supply Sayer Vincent with the information about myself and third parties included within this application. The information I have provided in this application is correct and true to the best of my knowledge and I understand that if appointed on the basis of false information contained in my application or otherwise supplied by me during the recruitment process, I may be summarily dismissed.

I understand that original certificates for all of the qualifications listed in this application will need to be supplied to Sayer Vincent for checking if I am invited to attend a selection day.

Mark this box to indicate your agreement to the statements above:

Full name:

Date: