



375 West George Street, Glasgow G2 4LW
Tel: 0141 221 2984 Fax 0141 221 2980
E-mail: enquiries@frenchduncan.co.uk
Web: www.frenchduncan.co.uk

APPLICATION FOR POSITION OF STUDENT CHARTERED ACCOUNTANT

AUTUMN 2010 INTAKE

CONFIDENTIAL

1. PERSONAL

Surname	Forenames
Mobile Telephone No	Preferred First Name
Permanent address	Term address
Telephone	Telephone
Dates available at this address	Dates available at this address
Do you require a work permit to work in the UK?	Do you have a current driving licence?
Email Address	

PERSONAL (continued)

When would you like to start your training?

At which office would you like to work - Glasgow or Edinburgh?

1st choice

2nd choice

Are there any dates when you could NOT attend for interview?

2. CONTACT WITH FRENCH DUNCAN

How did you get to know about French Duncan?

Do you know of any relative or friend who is in any way connected with this firm?

3. SECONDARY SCHOOLS (IN CHRONOLOGICAL ORDER)

Name and address

From

To

Please list all examinations completed, including any fails/resits

**Date
taken**

**Grade
achieved**

**Number
of attempts**

**Date
taken**

**Grade
achieved**

**Number
of attempts**

4. ACTIVITIES AND INTERESTS AT SCHOOL AND UNIVERSITY/COLLEGE

Activities and interests

5. PRESENT UNIVERSITY OR OTHER COURSE

Name and address of university or college

Degree or qualifications for which you are now studying

Principal subject(s)

Honours/others

What results have you obtained so far?

What class of degree do you expect?

Give details of any prizes awarded

Subjects covered in each year of your first degree?

6. PROFESSIONAL EXAMS

Are you studying for a qualifying degree as defined by The Institute of Chartered Accountants of Scotland?

7. POST-GRADUATE EDUCATION AND PROFESSIONAL QUALIFICATIONS

Date	Course and location	Degree including exams or other qualification
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8. IT LITERACY

Program/Package	Level of Experience
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9. EMPLOYMENT (GIVE DETAILS OF ANY EMPLOYMENT, INCLUDING VACATION EMPLOYMENT)

From	Dates	To	Employer's name and address	Position
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10. INTERESTS AND ACCOMPLISHMENTS

What do you do in your spare time? What activities have you participated in and what responsibilities have you taken on at university? How have you spent your vacations? (If not covered already). Please list any special accomplishments or aptitudes (e.g. fluency in a foreign language, public speaking, papers written, etc.)

11. AUTOBIOGRAPHY

Please use this space for a brief autobiographical sketch, including what you feel you have gained from your education so far and what you are looking for now. (Please continue on another sheet if necessary)

12. REFEREE CONTACT DETAILS

Name and address of university/college referee

Name and address of personal referee

Name and address of employment referee

I declare that the information I have given is true to the best of my knowledge

Signature

Date

Please return the signed, completed form to:

**Catherine Horne
Human Resources Advisor
French Duncan LLP
375 West George Street
GLASGOW
G2 4LW**

(for office use)

INTERVIEW NOTES

1st interview

2nd interview

Offer made?

EQUAL OPPORTUNITIES MONITORING FORM

French Duncan LLP is committed to a policy of equality of opportunity and aims to provide a working environment which is free from unfair discrimination. We aim to ensure that no individual is unjustifiably discriminated against on the basis of gender or marital status, race, ethnic or national origin, disability or age.

In order to monitor our selection and recruitment procedures, all applicants are requested to complete this form. The information you provide will be treated as **STRICTLY PRIVATE AND CONFIDENTIAL** and will only be used for Equal Opportunities purposes. The information provided will be held separately from the application form, and will not be taken into consideration for short listing or interviewing purposes.

Title

Surname

First Name

Date of Birth

Age(dd/mm/yy)

Sex **Male** **Female**

Ethnic Origin

ASIAN OR ASIAN BRITISH

Indian

Pakistani

Bangladeshi

Any other

Asian background

BLACK OR BLACK BRITISH

Caribbean

African

Any other black

background

CHINESE OR OTHER ETHNIC GROUP

Chinese

Any other

MIXED

White and Black

Caribbean

White and Black

African

White and Asian

Any other mixed

background

WHITE

British

Irish

Any other white

background

Nationality:

Do you consider yourself to have a disability?

Yes **No**

If yes, please detail

(Under the Disability Discrimination Act (DDA) a disability is defined as physical, sensory or mental impairment which has, or had, a substantial and long-term adverse effect on a person's ability to carry out normal day to day activities)