

<u>Personal Information</u>	<i>Candidate ref:</i>
Title _____ Surname _____	<i>University Attended:</i>
Term address _____	<i>Preferred Functions:</i>
_____	First Names _____
Post Code _____	Home address _____
_____	_____
Telephone _____	Post Code _____
E-mail _____	Telephone _____
Dates at above _____	E-mail _____
Nationality _____	Dates at above _____
	Date of Birth _____
Do you hold a full UK driving licence? YES <input type="radio"/> NO <input type="radio"/>	

Education

Subject	Qualification	Grade	Date(s)

Further Education (degrees, diplomas, professional qualifications etc)

From - To Month/ Year	Institution Attended	Title of Award (HND/Degree/Dip/MSc/PhD etc) Main subjects	Results (expected/awarded)

Work Experience (paid or unpaid)

From - To Month/ Year	Employer	Job Title/Responsibilities	Achievements/ Skills Gained

Personal Interests

**Describe any spare time activities and your level of commitment.
What do these interests tell us about you?**

Relevant Skills

1	List your experience of relevant computer packages and state your degree of efficiency
2	Specify other relevant skills

Other Information

Draw on your education, work experience and spare time interests to illustrate specific abilities.

Teamwork/ Communication

Describe an occasion where you have been involved in teamwork. What was your role?

Planning, Time Management, Implementation

Describe any projects which have involved the above. Did you obtain your objective?

Creativity, Problem Solving

Describe a situation where you had to utilise problem solving skills in a creative manner. Were you successful?

Career

Why do you want to be an Accountant with Muir & Addy?

Health

Please describe any health issues which are relevant to the position applied for.

Referees

<u>Academic</u>	<u>Other</u>
Name _____	Name _____
Position _____	Position _____
Address _____	Address _____
_____	_____
_____	_____
Telephone _____	Telephone _____
_____	_____

The information given above is true and correct.

Signed Date

Equal Opportunities Monitoring Data

Muir & Addy is committed to Equal Opportunities.

To ensure our legal requirements are met, please provide the information listed below:

Male/Female: _____

Date of Birth: _____

Status: Single/Married/Divorced

Ethnic Origin

- Black Irish
 Chinese White
 Indian Other (please specify) _____

Statement of Religion

For those applicants who are normally resident in Northern Ireland, we are required to collect the following information:

I am a member of the Protestant community

I am a member of the Roman Catholic community

I am neither a member of the Protestant or Roman Catholic community

Disability Status

Do you have a disability?

(The Disability Discrimination Act 1995 defines disability as a physical or mental impairment which has a substantial and long-term adverse affect on ability to carry out normal day to day activities.)

- Yes No

If yes, please specify _____