

GRADUATE STUDENT APPLICATION FORM

This form is to be used by graduates applying for a trainee position with Johnston Carmichael.

PLEASE DOWNLOAD AND COMPLETE THIS FORM ELECTRONICALLY

Visit [www.jcca.co.uk/careers](http://www.jcca.co.uk/careers) for more information about our firm.

**1. PERSONAL DETAILS (USE BLOCK CAPITALS)**

|  |  |  |  |
| --- | --- | --- | --- |
| Forename: |  | Surname: |  |
|  |  |  |  |
|  |  |  |  |
| Home address incl postcode: |  | Term addressincl postcode: |  |
|  |  |  |  |
| E-mail: |  |
|  |  |  |  |
| Phone No: |  |

**2. LOCATION & POSITION**

Please indicate which of our positions you are applying for:

|  |  |  |
| --- | --- | --- |
| Glasgow – Corporate Tax |  |  |
| Glasgow – Private Client Tax |  |  |

**3. COVER LETTER**

Please write a cover letter to Mr Iain Abernethy in the following box (approx 300 words):

**4. EDUCATION**

If you have been educated out with the UK please provide all educational qualifications with the UK equivalent. Information may be obtained by you at [www.naric.org.uk](http://www.naric.org.uk).

|  |  |
| --- | --- |
| Secondary school attended: |  |

Higher/Advanced Higher (or equivalent) subjects studied and grades achieved - 1st attempt only:

Please list your Year (5th/6th), Qualification, Subjects, and Grade using one line for each e.g.

 6th, A Level, Business Studies and Economics, Grade A

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Year 5th/6th |  | Qualification  |  | Subjects |  | Grade |
|  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| University attended:  |  |

|  |  |
| --- | --- |
| Course title:  |  |

**1st Year Subjects:**

Subjects studied and grades achieved - 1st attempt only. Please list 1st Year Subjects and Grade using a separate line for each e.g. 1st Year, Introduction to Marketing, 2.1.

|  |  |  |
| --- | --- | --- |
|  |  | Grade |
|  |  |  |
| **2nd Year Subjects:**Subjects studied and grades achieved - 1st attempt only. Please list 2nd Year Subjects and Grade using a separate line for each e.g. 2nd Year, Introduction to Economics, 2.1. Grade |
|  |  |  |
| **3rd Year Subjects:**Subjects studied and grades achieved - 1st attempt only. Please list 3rd Year Subjects and Grade using a separate line for each e.g. 3rd Year, Operations Management, 2.1. Grade |
|  |  |  |
| **4th Year Subjects:**Subjects studied and grades achieved - 1st attempt only. Please list 4th Year Subjects and Grade using a separate line for each e.g. 4th Year, Economics, 1st. Grade |
|  |  |  |

|  |  |
| --- | --- |
| \*Final or anticipated result: |  |

Additional University Courses:

|  |
| --- |
|  |

Other course information (projects, awards, etc) \*Note we may contact your course tutor in order to verify this.

|  |
| --- |
|  |

Other relevant qualifications/training: Describe any other qualifications/training/skills you have that support your application (e.g. driving licence, IT skills, MS Office packages, SAGE, etc, and your level of expertise (beginner, qualified, intermediate, advanced).

|  |
| --- |
|   |

**5. WORK EXPERIENCE**

Please list any work experience you have had including Dates to and from, Employer and Position held e.g. 1st Jan 2014 - 20th Dec 2015, Jones & Co, Accounts Assistant.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates to and from |  | Employer |  | Position held |
|  |  |  |  |  |

Please provide details of any previous application to, or employment by, Johnston Carmichael, including date(s) and position(s):

|  |
| --- |
|  |

Choose one of the above periods of work experience and describe in no more than 50 words the most important learning experience that you had:

|  |
| --- |
|  |

**6. PERSONAL INTERESTS & ACTIVITIES**

Describe any personal interest or activity you have pursued during your school, college or university education:

|  |
| --- |
|  |

Please select an interest or activity and explain what you have achieved:

|  |
| --- |
|  |

**7. POSITIONS OF RESPONSIBILITY**

Have you held or do you hold any positions of responsibility:

|  |
| --- |
|  |

Please select one of the above positions and describe how you dealt with a challenging situation:

|  |
| --- |
|  |

**8. YOUR CAREER**

How did you hear about Johnston Carmichael and what attracts you to our firm?

|  |
| --- |
|  |

Why will you be successful in a tax career?

|  |
| --- |
|  |

What sets you apart from other applicants?

|  |
| --- |
|  |

**9. REFEREES**

|  |  |
| --- | --- |
| ACADEMIC | PERSONAL / WORK |
|  |  |
| Name: |  | Name: |  |
|  |  |  |  |
| Addressincl postcode: |  | Addressincl postcode: |  |
|  |  |  |  |
| Tel: |  | Tel: |  |

**10. ANY OTHER RELEVANT INFORMATION**

Please describe any other relevant information in support of your application:

|  |
| --- |
|  |

**11. DECLARATION**

I declare the information contained in this form is true and correct at the time of recording.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature:(Type in your name) |  |  Date: |  |

Please send your completed application by e-mail to: studentrecruitment@jcca.co.uk noting your “Name and Graduate 2017 Intake” in the subject line.

Iain Abernethy, Learning & Development Director, Johnston Carmichael

T: 01467 621475 F : 01467 624245 W : [www.jcca.co.uk](http://www.jcca.co.uk)

Thank you for taking the time to complete our application form and we look forward to receiving it shortly.

Johnston Carmichael is an equal opportunities employer.