

ICAS STANDARD APPLICATION FORM



THIS FORM SHOULD ONLY BE USED FOR EMPLOYERS WHO REQUEST APPLICATIONS USING THIS FORMAT, AS INDICATED IN THE ICAS DIRECTORY OF TRAINING VACANCIES. COMPLETE IN BLACK INK. IF YOU INTEND TO APPLY TO MORE THAN ONE EMPLOYER, PLEASE PHOTOCOPY.

EMPLOYER DETAILS						
Employer applied to:				Employer use only:		
Employer address (TO WHICH THIS FORM MUST BE SENT)				Candidate Ref:		
Postcode						
IMPORTANT: ICAS WILL NOT PROCESS ANY FORMS RECEIVED BY THEM IN ERROR. ALL FORMS MUST BE SENT DIRECTLY TO THE EMPLOYER APPLIED TO. (AS INDICATED ABOVE)						
PERSONAL DETAILS						
First name(s) (underline the one you are known by) (BLOCK LETTERS)				Surname (Dr, Mr, Mrs, Miss, Ms) (BLOCK LETTERS)		
Home address				Term address		
Postcode				Postcode		
Telephone				Telephone		
E-mail				E-mail		
Dates at above <i>from</i> <i>to</i>				Dates at above <i>from</i> <i>to</i>		
Date of birth	Age	Country of birth	Nationality	Do you need a work permit for permanent employment in the UK? <input type="checkbox"/> YES <input type="checkbox"/> NO	Do you hold a full UK driving licence? <input type="checkbox"/> YES <input type="checkbox"/> NO	
EDUCATION						
Higher Education						
Please list all degrees/diplomas/professional qualifications etc held, including those currently studied for, whether at first degree or postgraduate level. List most recent first, with results if known.						
University/College	From month/year	To	Degree/diploma (BA/HND etc)	Class expected/ obtained	Title of degree/ diploma course	
Main subjects with examination results or course grades to date, if known						

Secondary/Further Education			
Name(s) of School(s)/College(s)	From	To	Subject/courses studied and level (e.g. GCSE, O, A, AS, H, IB, BTEC) Give examinations results with grades and dates, and include all subjects taken including those failed
Scholarships/Awards Detail any scholarships, awards or prizes won at School and University/College			
SPECIFIC SKILLS List any knowledge of foreign languages, indicating proficiency (e.g. basic/working knowledge/fluent/mother-tongue) Specify experience of computer packages, and any other relevant skills			
WORK EXPERIENCE Please describe briefly any work (whether paid or unpaid) which you have undertaken.			
Name of employer	From month/year	To month/year	Job title and main duties/responsibilities

PERSONAL INTERESTS AND ACHIEVEMENTS

Describe with dates (year) any spare-time activities. Include organising, leading or group activities, along with those providing creative or intellectual development.

CAREER CHOICE

Explain what attracts you to CA training, and offer evidence of your suitability. Include any experience, skills, abilities, and achievements which are relevant. You may use examples from or make reference to other areas of involvement as well as paid employment.

GEOGRAPHICAL LOCATION

Do you have a strong preference for a particular location? If so, give details.

ADDITIONAL INFORMATION

If you feel there is anything which has not been covered adequately elsewhere on your application, please elaborate below.

HEALTH DECLARATION

Please give details of any health matters of relevance to the work applied for.

REFEREES**Academic Referee**

Name

Position

Address

Postcode

Telephone

Other referee

Name

Position

Address

Postcode

Telephone

AVAILABILITY

Please give any dates when you are not available for interview

DECLARATION

The statements made on this form are true. I understand that any false statements may jeopardise my application and may lead to an offer being withdrawn.

Signed

Name (BLOCK CAPITALS)

Date

IMPORTANT

- Please send the completed form to the organisation to which you are applying.
- Do not** send any application forms to ICAS.
- ICAS **will not** process any forms received by them in error.