



# **KBG - GRADUATE PROGRAMME APPLICATION FORM**

## **PERSONAL DETAILS**

<b>NAME:</b>	<b>DATE OF BIRTH:</b>
<b>HOME TELEPHONE:</b>	<b>MOBILE TELEPHONE:</b>
<b>ADDRESS:</b>	<b>EMAIL:</b>

## **EDUCATION**

<b>NAME AND ADDRESS OF SECONDARY SCHOOL</b>	<b>FROM</b>	<b>TO</b>	<b>EXAMINATIONS TAKEN</b>	<b>RESULTS</b>
<b>Total Points</b>				

<b>NAME OF THIRD LEVEL INSTITUTION</b>	<b>FROM</b>	<b>TO</b>	<b>COURSE &amp; QUALIFICATION</b>	<b>RESULTS</b>
Please attach a copy of your results				

## **IT SKILLS**

Please indicate your knowledge of the following computer applications as basic, intermediate or advanced.

<b>MS Word</b>		<b>MS Excel</b>		<b>Relate Accounts Production</b>		<b>Revenue Online System (ROS)</b>	
<b>Other Accounts Packages Used:</b>							
<b>Other Software Applications Used:</b>							



**CAREER OBJECTIVES**

Where did you hear about KBG Accountants?

Please include below a brief statement (no longer than 100 words) outlining why you wish to be considered for the position and where you feel your knowledge, experience and skills meet the requirements of the position.

**HOBBIES AND INTERESTS**

Please give details of your current interests / activities which you feel will support your application.

Please note anything further you consider relevant to your application.



**DECLARATION**

I confirm that the above information is true and correct. I understand that if I knowingly make any false statements or withhold any relevant information this may result in subsequent dismissal or the withdrawal of any offer of appointment.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please forward completed Application Form to: [recruitment@kbg.ie](mailto:recruitment@kbg.ie)**

*You may also submit a cover letter if you wish.*