



# Accounting Technician Apprenticeship

## Application Form Section 1

### Personal Details

Surname: \_\_\_\_\_ Male: \_\_\_\_\_ Female: \_\_\_\_\_

First name(s): \_\_\_\_\_

Address for correspondence: \_\_\_\_\_

Email Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Eircode: \_\_\_\_\_ Phone: \_\_\_\_\_

*Please note it is essential you provide us with a valid email address.*

#### Which Applicant Type are you?

- Leaving Cert Student                      School Leaver (*completed Leaving Cert in past five years*)
- Mature Learner (*23 years or over*)                      Existing Employee

Are you eligible to work in Ireland? (Yes /No) \_\_\_\_\_

College Preference: (*Please tick checkbox below of college you wish to attend.*)  
*Full College Registration will only be completed by Accounting Technicians Ireland if successful and after attaining a contract of employment with an employer for this programme.*

- Cork College of Commerce                      Rathmines College                      Bray Institute of Further Education
- Blackrock Further Education Institute                      Monaghan Institute                      Coláiste Íde, Fingal West

### Education Details

School: \_\_\_\_\_

Dates: \_\_\_\_\_

Leaving Cert Results: (*or expected Leaving Cert Points*) \_\_\_\_\_

English: (Yes /No) \_\_\_\_\_ Maths or Accountancy: (Yes /No) \_\_\_\_\_

All Subjects and Level: (*Include Grades if Leaving Cert completed*)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

College: \_\_\_\_\_ Dates: \_\_\_\_\_

College Course / Code: \_\_\_\_\_

Level: \_\_\_\_\_ Result: \_\_\_\_\_



## Work History/ Work Experience

(begin with current or most recent job)

**Company:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Dates:** \_\_\_\_\_

**Duties:** \_\_\_\_\_

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**Company:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Dates:** \_\_\_\_\_

**Duties:** \_\_\_\_\_

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**Company:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Dates:** \_\_\_\_\_

**Duties:** \_\_\_\_\_

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**Company:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Dates:** \_\_\_\_\_

**Duties:** \_\_\_\_\_



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Ireland



## Questions

What motivates you to complete this programme?

What are your long-term goals?

Can you describe a difficult situation you faced and how you dealt with it?



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## Further Details

**Hobbies / Interests:**

**Personal Achievements:**

I certify that the particulars in this form are to the best of my knowledge, true and accurate and I undertake to comply with Accounting Technicians Ireland in relation to this programme.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## Section 2

### Exam Application Form - May 2018

**If your application to the Accounting Technician Apprenticeship is successful, you will be required to sit exams in all four modules in First Year, in May 2018.**

These exams include:

- Financial Accounting
- Taxation
- Law & Ethics
- Business Management

You have the option to sit your exams at a local Exam Centre. Please select your Preferred Exam Centre from the list below:

**Preferred Exam Centre** *(please tick one box only)* **Addresses of Exam Venues can be found on our website.**

<b>Athlone</b>	<b>Ballymena</b>	<b>Belfast</b>	<b>Carlow</b>
<b>Cavan</b>	<b>Castlebar</b>	<b>Cork</b>	<b>Dublin</b>
<b>Dundalk</b>	<b>Derry</b>	<b>Enniskillen</b>	<b>Galway</b>
<b>Limerick</b>	<b>Omagh</b>	<b>Tralee</b>	<b>Waterford</b>

**Please select a Second Choice Exam Centre:**

*(Please note that students are allocated to their Preferred Exam Centre on a first-come, first-served basis)*

#### **Reasonable Accommodation**

It is ATI policy to make reasonable accommodations to Examinations (for example, additional time or access to a scribe) and to take into account any special circumstances which you may have when considering your results.

If you feel that your circumstances require a reasonable accommodation, for example due to illness, injury or incapacity, please check this box.



## Section 3 - Data Protection Statement

### Introduction

In connection with your application for, and subsequent programme of study on, the Accounting Technician Apprenticeship Programme funded through SOLAS, it will be necessary to process personal data (which may be held on paper, electronically, or otherwise) about you. It is important that all personal data is treated in an appropriate and lawful manner, in accordance with applicable Data Protection Acts (1988 and 2003 (the "DP Acts"). The purpose of this notice is to make you aware of how such personal data will be handled in this context.

### What data will be collected?

When you apply to the Accounting Technician Apprenticeship Programme, you will be asked to provide personal data and information about yourself. The personal data may include your PPSN, first name, surname, name as per your birth certificate or passport, address, date of birth, gender, nationality, whether you are in receipt of a Department of Social Protection (DSP) payments and/or employment details for those of you that are in employment and/or attended higher education, and whether you have previously attended a FET programme funded through SOLAS.

As part of the Accounting Technician Apprenticeship Programme certain parties are automatically entitled to see relevant data pertaining to this programme like attendance in college and the workplace and examination/assessment results. By signing this document you are consenting that all relevant data pertaining to this Programme can be shared with the ETB College, College Mentor, Work Place Mentor, Employer, External Authenticator, SOLAS, QQI and all other parties on a need-to-know basis.

### Why and how do we process the information you provide?

It is necessary to process personal data you provide in connection with your application to and attendance on the Accounting Technician Apprenticeship Programme. By submitting your application, you acknowledge that such personal data may be processed for those purposes, including:

1. To contact you about the application.
2. To administer the application and to assess your eligibility for the Accounting Technician Apprenticeship Programme in a particular academic year.
3. To follow up with you after the application is received, as required.
4. Maintenance of your learner record (including personal and course details).
5. Management of course processes (including commencement, completion, progressions).
6. Providing advice and support through the Apprenticeship Programme Manager, where available.
7. To contact you after the course completion in order to measure course impact in relation to your further education and training participation and/or employment.

Accounting Technicians Ireland undertakes to maintain your personal data in secure conditions with appropriate technical and organisational measures to protect it from unauthorised access or use. The data held on your ATI record will be disclosed to relevant staff within Accounting Technicians Ireland, the ETB College, College Mentor, Workplace Mentor, Employer, External Authenticator, SOLAS, QQI and all other parties on a need-to-know basis. All staff are made aware of the procedures they must follow to ensure your data is appropriately protected.

To support efficient processing of the application, ATI may need to check the accuracy of personal information you provide with external data sources. For example, if you have achieved certifications previously from another institution, ATI may need to contact the other institution(s) for confirmation of any qualifications obtained.

### Retention of Data

ATI will keep your personal data for the purposes of on-going administration, audit, and review, but only for as long as is necessary to meet the purposes set out in this notice unless you have consented to "opt in" to be contacted about further marketing promotions.

### Your Queries

If you have any queries about this notice or how your data are processed please contact the Data Protection Officer by email [dp@accountingtechniciansireland.ie](mailto:dp@accountingtechniciansireland.ie) or by post Accounting Technicians Ireland, 47-49 Pearse Street, Dublin 2.

### Acknowledgement

I understand that my data will be processed for the purposes and in the manner set out in this notice.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please complete this form and return to ATI Recruitment Team, Accounting Technicians Ireland, 47/49 Pearse Street, Dublin 2.