



# Accounting Technician Apprenticeship

## Recruitment Phases

Below is a guide to understanding the main stages in the recruitment process for this National Apprenticeship programme



### 01 | APPLICATION:

This is your opportunity to provide full details on your qualifications, work history, extra-curricular activities, motivation for the Accounting Technician Apprenticeship and a career in accountancy. Your application form is your unique selling point.

It will be screened by Accounting Technicians Ireland first to see if you meet the eligibility requirements. ATI will also be in contact with you to conduct an interview over the phone.

Then if your application has met all criteria and your telephone interview has been successful, your application is progressed and sent on to participating employers in your region.

Most importantly, an employer will also review your application form and decide if they would like to interview you. Therefore it is crucial that your application form is completed proficiently and that it stands out from other applicants.



### 02 | INTERVIEWS:

The interview process is decided by each employer. They will update you on their specific interview process. Typically it will be one interview focused on discussing your application form. An additional interview may occur if applicable.



### 03 | OFFERS:

Provisional offers if selected are extended after interview by an employer. Once accepted Accounting Technicians Ireland will enrol you with your college choice and an apprenticeship contract is then completed between you and your employer.

## TIMELINES:



### APPLICATIONS OPEN:

Now

### INTERVIEWS:

To late August, 2017

### APPLICATIONS CLOSE:

Late August, 2017

### OFFERS:

Made before September 4, 2017

## ENQUIRIES CENTRE:

[apprenticeship@accountingtechniciansireland.ie](mailto:apprenticeship@accountingtechniciansireland.ie)

We have **NUMBERS** in our DNA

[www.accountingtechniciansireland.ie](http://www.accountingtechniciansireland.ie)