

# 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, motivation for the Accounting Technician Apprenticeship and a career in accounting. Your online application is your unique selling point. It will be screened by Accounting Technicians Ireland first to see if you meet the eligibility requirements to proceed to the next stage.



### 02 | ATI TELEPHONE INTERVIEW:

If your application meets eligibility requirements, Accounting Technicians Ireland will schedule a telephone interview with you. The call will be for 10-15 minutes approximately.

Questions for this telephone interview will typically focus on the following: your knowledge of the programme, your motivation for a career in accounting, how you would manage programme requirements and how would you intend to prepare for an interview with an employer. There also may be additional questions included proposed from certain employers recruiting in select regions.

If your telephone interview has been successful, your application and telephone notes are progressed and sent on to participating employers in your region for them to review.

So please make sure you put your best foot forward on the application form and spend some time preparing for the telephone interview.



### 03 | INTERVIEWS:

Employers select only the applicants they would like to interview. They will update you directly on their own interview process. Typically interviews focus on discussing your application and your interest in accounting.



### 04 | OFFERS:

Provisional offers and final contracts are extended after employer interviews. Commencement of the programme early January is dependant on you attaining an offer from an employer. You will be registered as an Apprentice prior to programme commencement.

### TIMELINES:

**Applications Open:** October 2018.

**ATI Telephone Interview:**  
Arranged as soon as application is screened by the ATI Apprenticeship Team.

**Employer Interviews:** October - December 2018.

**Applications Close:** December 2018.

**Offers:** By the 14<sup>th</sup> January 2019.