



APPLICATION PROCESS

This form is suitable for applications for all positions within UHY Dawgen Chartered Accountants

General

In making an application to us, you are applying to one of the fastest growing firms of Chartered Accountants and Business Advisers in Jamaica run by a team of dedicated professionals, highly skilled and trained.

Our people are our most important assets and we place great emphasis on professional development in order that they realise their full potential. Their success is one of the key drivers to the success of the firm.

Application procedure

Accuracy and personal presentation are paramount so please take care when completing the enclosed form.

Please complete this form in black ink using block capitals. Alternatively, you may like to type this form. When completed this form should be returned to

Managing Partner
UHY Dawgen ,Unit 34, Winchester Business Centre, 15 Hope Road, Kingston 10.or by e-mail to
career@uhy-ja.com

In all cases, forms must be accompanied by a covering letter and current CV.

When your application has been submitted, you will receive an acknowledgement from the Partner. Please allow up to two weeks for this to take place. If you have not heard anything by this time, please feel free to contact us to check whether your details have been received.

Closing Dates

Closing dates for our other vacancies will be shown on the firm's website and/or other advertising medium.



APPLICATION FORM

SECTION C : EDUCATIONAL, TECHNICAL & PROFESSIONAL QUALIFICATION

Qualification	Subject	School/Institute/ Professional Body	Attainment Level

You may be required to provide, at interview and/or appointment stage,
evidence of your qualifications obtained



APPLICATION FORM

Please give details of all jobs held including part time and unpaid work, work experience, starting with your current or most recent employer.

Employer Name and Address	Job Title and key achievements in this post	Reason for Leaving	Number of years in job



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SECTION D : EMPLOYMENT HISTORY



APPLICATION FORM

SECTION E : TEAMWORK & INTERPERSONAL SKILLS

What personal experience would you highlight as evidence of possessing good team skills?

SECTION F : SUPPORTING STATEMENT (please attach additional sheets if required)



APPLICATION FORM

Please explain why you wish to join our firm, indicating the relevant qualities you possess including any personal and technical/professional strengths you have to offer. What is it about UHY Dawgen that has encouraged you to apply for this position?

SECTION G : PERSONAL INTERESTS



APPLICATION FORM

What activities are you interested in pursuing in your spare time?

SECTION H : MEMBERSHIPS, RESPONSIBILITIES, OTHER RELEVANT ACTIVITIES

Please outline courses that you have attended, membership, voluntary work or responsibilities with outcomes where applicable which you consider relevant for your application. Please include any offices held eg Sports Captain, Committee member, Team Leader

SECTION I : INFORMATION TECHNOLOGY SKILLS

Please list software you are experienced in using that will support this application.



APPLICATION FORM

SECTION J : DATA PROTECTION

When you apply for a vacancy, by signing this form, you are signalling your agreement for the firm to use, hold and destroy any personal data contained in your letter/application/ form/CV for our standard recruitment procedures. If you are not selected for the vacancy applied for, we would like to give you further career opportunities by letting you know of any suitable vacancies arising during the 6 - 12 months following your application.

DECLARATION

I have provided the above information as a true description of my educational and work history, previous duties and abilities. I have omitted no facts which could affect my future employment.

Signature

Date

OFFICIAL USE ONLY



APPLICATION FORM

Application received

Acknowledgement Sent

Shortlisted for Interview? YES/NO

If yes, date of interview