



## Grant Thornton trainee application question advice

### Handy Hints

Once you have completed a section of our application a tick will show against that particular section. Ensure sections are ticked in order to move onto the next section. Remember to keep saving after each section to avoid losing any of your application and do not click the internet back button, as this will bring up an error message.

Once you have completed the application in full there is an option to [print summary](#). We recommend you take advantage of this, proof read your application and then click to submit when you are happy with everything included.



### On-line login details

You will be asked to set up your login details using your email address as a username and a password (which must contain both alpha and numeric characters).



### Our application

#### 1. Main details

This section requests your personal details (e.g. name, address, employment details if currently employed, how you heard about this vacancy and if you have ever worked for the firm before).



#### 2. Equal Opportunities

This section is not compulsory but as part of Grant Thornton's commitment as a Equal Opportunities employer, we would kindly request that you complete our questionnaire. This data is not visible to our hiring managers and is not used in the selection process.



### 3. Education

For this section you will need any secondary education (school/sixth form), higher education (college/university) and post-graduation education details (including the name of establishment and the month and year you started and finished at each).



### 4. Qualification

All qualifications must be listed including subjects, results and the date of the qualification achieved.



### 5. Work experience

You will be asked to list any employment details including name of the employer, the dates employed and a description of responsibilities, experience and knowledge gained. We suggest you list as many work experiences you have within the last few years. Better answers tend to highlight key parts to the role, achievements and is related it to the role with us.

### 6. Free text questions

We appreciate these are the ones people don't like! They are for us though a key way to differentiate applicants. We think its important you have your say so we haven't restricted the number of words for your answer. Our advice - stay focused to the actual question being asked, give facts and structure your answers.

#### **We have four questions...**

1. To be a successful trainee, you need to be focused and a good fit for our firm. Please list the reasons behind why you have applied to us at Grant Thornton and particularly what you think differentiates us from our competitors
2. We are looking for people who are focused on the role they are applying to. Please detail your understanding of the role you are applying to, the division, and the professional qualification you would study on your programme (where applicable)
3. We aim to develop our trainees early in their career and you will be expected to take on early responsibility. Describe any positions of responsibility you have held
4. We look for well rounded individuals to join our teams. Please detail any other extra curricular activities, achievements, interests, scholarships, awards and prizes.



## **Preferred locations**

You are asked which is your second and third preferred location for the role you are applying. We have 30 offices in the UK of which we hire trainees into the majority. When answering this question, we recommend you review our available positions via 'search our opportunities' within our 'Apply to join us' webpage.

Your application will be reviewed by the HR in the office you state as your first location. We will then consider you for your subsequent location choices after this. We apply the same standard to all applications so you cannot submit more than one application to one programme within the same season.

## **7. CV Upload**

If you feel your application has covered everything on your CV there is no need to upload your CV.