

## Completing and Submitting your Summer Internship Application

Deadline for receipt of applications @ 1pm Monday 4 February 2019

### General Notes

- You must apply online and you should only include the attachments requested.
- If you have used our online system before you should use your existing profile so that you can see your previous applications and documents. The system will allow you to request a password reminder and you can update your contact details at any time.
- If you have any technical difficulties try clearing the cache or using a different browser or PC.
- If you have any queries regarding your application or the online system please e-mail us at [trainee@williamfry.com](mailto:trainee@williamfry.com)

### Registering and using the Online Application System

#### Application Process

- Click on the **Apply Now** box on the top right of the Trainee website to access the online system.
- Select the Summer Internship Programme which will be highlighted as a hyperlink in the main text box.
- You can then **Register, Log In** and start your application. You will receive an automated email confirming your registration and you may at any time request a password reminder.
- Once you have started your application(s) you do not need to go through all the steps above, just click on the **Apply / Log In** box, select **Log In** from the menu which will appear and you will be directed straight to your profile and job application(s).
- You can save a partially completed form and return to it later but please remember to save your work frequently. The system typically times out after 60 minutes if left idle and recent changes may not be saved. Your work is private until you click 'Submit' and only after that will we be able to see the content of your application form.
- Some fields are mandatory (marked \*), you will not be able to proceed until you fill these in.
- You can continue to amend your form until you click **Submit**; after this you will not be able to edit further.
- After you submit your application you will receive an automated e-mail confirming receipt of your application.
- At any stage during the process or after you apply you can **Preview your Application** (and print it); to do so please go to **My Jobs** and select the relevant job(s).

## Working through the Online Form

### Personal Details

- If you change your address, e-mail or phone number please update your profile online (you can do this at any time both before and after you apply).
- We will contact you mainly by e-mail so please check your e-mail regularly.
- As indicated please provide telephone numbers as follows: +country code - area or mobile code - number, e.g. +353-1-639 5000 or +353-86-000 0000.
- If you need a visa and/or work permit please answer 'Yes' to the relevant question. This information is for processing purposes only.

### Education: Second-level

- Please provide CAO points if you did the Leaving Cert or UCAS points if you did A-levels (please do not fill in both boxes). If you followed a different education system you may leave these boxes blank.
- CAO points – please calculate using your top 6 subjects.
- UCAS points – please calculate using your top 3 A-level subjects.

### Education: University/College

- If your university/college or courses are not listed please choose the option **Other (please specify)** and type the name of your college or course in the box to the right. If your college and course are listed you do not need to type anything in the right-hand box.
- If your college is using the GPA or QCA system please choose the appropriate equivalent (e.g. 1st, 2.1, 2.2, etc).
- If you do not know how many were in your class and what your ranking was or if your college does not provide this information **simply write 'Unavailable' in these boxes.**

### Education: FE-1 Examinations

- You do not have to sit or pass FE-1 Examinations before applying but if you have already passed some please fill in this section of the application. If you have not yet passed all the FE-1 exams please complete the section asking you when you plan to sit them.

### Other Qualifications

- Please list any other qualifications or certified skills (e.g. Tax exams, first aid, languages).

### Work Experience

- When asked for employment dates please give month and year, e.g. **Sep 2007–May 2008**

### Attach Documents

- Please attach a typed summary of your college subjects and results; you should give your results in 2.1, 2.2, etc format. **Do not get official transcripts, a summary which you type up yourself (preferably on 1 page) is sufficient.** This is a mandatory attachment.
- We would appreciate you uploading a passport-size and style photo in .jpg format – this is extremely useful for identification purposes. You may of course leave this field blank if you wish but if you attach a file here it must be in .jpg format, otherwise you will not be able to print and preview your form.
- If at any stage you want to delete an attachment just click on the **X** icon to the right of the description of the attachment. Remember though that the first attachment is mandatory.

## Character and Word Count

Please stay within the word/character count limit where indicated. The system will count characters for you as you type and once you have reached the set limit you will not be able to enter any more text. **The system counts characters and not words, we have given you a word equivalent as a guide but it is not exact.**