

# Application Form



## ACCOUNTS EVOLUTION 2020

Accountant  
Programme

Assistant Accountant  
Programme

Colleague Name

HR Number

Job Title

Dealership

Email Address

Date of  
Application

## Introduction

Before completing this application form make sure you take some time to review the Accountant /Assistant Accountant Job description. You can access the Job Description at **Vertu Central**, **Vertu Talent** pages or [www.vertucareers.com](http://www.vertucareers.com).

The application process is very straight-forward. Simply download the on-line application form, then apply by detailing in no more than 500 words why you believe you are suitable for the programme and your future career aspirations.

You will need to speak with your Accountant or Divisional Finance Director and ask them to endorse your application and submit it to Sue Smeaton, Talent Coordinator [SSmeaton@vertumotors.com](mailto:SSmeaton@vertumotors.com).

Upon receipt of your application we will review it and then ask you to complete a number of on-line assessments, the results of which will form part of your application. These tests come via email from our partner at Talent Strengths.

All applications will then be reviewed by a selection panel to determine who will be invited to an assessment centre.

### Step 1

Complete the application form.

Discuss with your ACCOUNTANT or DFD

Endorse and submit.

Link will be sent to complete the online assessments by Sue Smeaton.

### Step 2

Application and online assessments reviewed by selection panel.

Successful applicants are invited to assessment centre.

### Step 3

Successful applicants invited to ACCOUNTS EVOLUTION 2020 introduction.

Link sent to personality profile questionnaire.

### Step 4

Launch of the ACCOUNTS EVOLUTION 2020 programme.

## Commitment

**Dear Colleague,**

It is important to understand that should your application be successful we will be making a commitment to investing significantly in your development.

We will therefore expect you to make a similar commitment to your development. With this in mind please make absolutely sure that you are prepared to make this commitment prior to submitting your application to your Accountant or Divisional Finance Director.

**These first set of questions will help you decide:**

There will be a significant amount of work/development that will have to be done in your own time. **Are you prepared to invest your own time in this development programme?**

The program may require you to travel to other dealerships for part of your learning and development. **Are you are happy to do this?**

You will be required to attend a number of internal training courses, which may be located in various parts of the country, throughout the year. **Are you committed to attending these events?**

**Are you flexible in relocating to a different dealership (within your region) should your preferred role become available?**

## Application Endorsement

Accountant Programme

Assistant Accountant Programme

Full Name

Email Address

Dealership

Current Role

Accountant/Divisional Finance Director Endorsement and Signature

Approved  Paused

Name/Role of Endorser

## Application Statement

To support your application and in no more than 500 words, please explain why you believe you are suitable for the **Accounts Evolution 2020** programme and your future career aspirations.

## Application Endorsement

*To be completed by your Accountant or Divisional Finance Director.*

In no more than 250 words please detail the reasons you agree to endorse your colleague's application for **Accounts Evolution 2020**. Please take your time to consider your endorsement, you are doing this to support your colleague, and it is an important element of their application to the Evolution programme.

## Next Steps

1. Once you submit your online application you will receive a link to the online assessments.
2. Please ensure you complete these assessments as soon as possible as your application is not complete until you do so.
3. Your application will then be reviewed in conjunction with your assessment scores.
4. If your application is successful, you will be invited to attend an assessment centre.

**Thank you for your application and GOOD LUCK!**