Application to register a chartered accountant student

Please return this form to:
Applications, Learning & Professional Development
ICAEW 321 Avebury Boulevard Milton Keynes MK9 2FZ UK
T +44 (0)1908 248 250 **F** +44 (0)1908 248 260 **E** applications@icaew.com

Complete and submit this form to register a chartered accountant student with ICAEW. You must be an authorised training employer (ATE) to do so. If your student has already completed a period of approved training under a training agreement please use the **Re-registration form**.

THE STUDENT (please use block capitals)

Full name

Mr ☐ Mrs ☐ Miss ☐ Ms ☐

Private address

Postcode/Zipcode Country

Telephone Date of birth

Email

Do you already have an ICAEW number? Yes ☐ No ☐

If yes, ICAEW number (if known) ☐☐☐☐☐☐☐

THE TRAINING ORGANISATION (please use block capitals)

Name of organisation

L00 / X00 ☐☐☐☐☐☐☐☐☐☐

Office address (where student is based)

Postcode/Zipcode Country

In case of queries, please contact (name)

Telephone Email

(a) I apply to register the chartered accountant student named above and I confirm that the student has been provided with an employment contract and ICAEW training agreement.

(b) The training agreement began on ☐☐ ☐☐ ☐☐☐☐ and is for ☐☐ months of approved training.

(c) The student's starting salary is £

(d) I confirm that the above details are correct and that the student's details have been verified, or will be verified very shrtly by reference to documentary evidence of the qualifications claimed. I understand that the training agreement should be cancelled if the student fails to produce the documentary evidence.

Signature: Date: ☐☐ ☐☐ ☐☐☐☐

Full name on QPRT

OFFICE USE ONLY

SCHOOLS

Level	Title	Grade	Year of award	Country

SECONDARY EDUCATION

Level (eg, GCSE, A-level)	Title	Grade	Year of award	Country

DEGREE

Designation (eg, BSc)	Title	Class/grade (eg, 2, 3)	Year of award	University/ HE institution	Type (full time, sandwich, part time)	Country

OTHER ACADEMIC QUALIFICATION

Title	College/institution	Designation (eg, HDN)	Class/grade	Year of award	Country

PROFESSIONAL QUALIFICATION

Professional body	Status (eg, member, student)	Examination stage(s) passed	Country

MANDATORY DECLARATIONS

At the point of registration/application with ICAEW, individuals are required to declare any past act or default that might be perceived as bringing discredit on themselves, ICAEW or the profession of accountancy, however long ago the act or default occurred and wherever it took place. Acts or defaults occurring following registration with ICAEW should be declared to ICAEW as soon as is practicably possible. If you are found to have failed to disclose relevant information, your registration/application may be revoked or membership prevented or withdrawn. In addition, disciplinary action may be taken against you.

Please note that the provisions of s4.2 of the Rehabilitation of Offenders Act 1974 do not apply in the case of persons seeking to become chartered accountants and a full and accurate response is therefore required even if your convictions are now regarded as spent. The only exception to this requirement is convictions and cautions which are designated 'protected' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment)(England and Wales) Order 2013.

If you think that your conviction may be 'protected' further guidance can be viewed on the Disclosure and Barring Service and Nacro websites.

Acts and defaults requiring disclosure include (but are not limited to):

- being found guilty of (or having pleaded guilty to) any criminal offences;
- having been charged with a criminal offence which is as yet to come to trial;
- entering into an Individual Voluntary Arrangement or similar composition with creditors;
- failing to satisfy a judgement debt;
- being the subject of an adverse finding by a professional body or regulator;
- having had a disqualification order made, or having given a disqualification undertaking, under the Company Directors Disqualification Act 1986, or similar overseas legislation; or
- having entered into bankruptcy or being a discharged bankrupt.

Do any of the above circumstances (or similar) apply to you? ☐ Yes ☐ No

If any of the acts or defaults listed above do apply to you, or you think that there are similar matters which you should declare, please send details to **declarations@icaew.com**. Some of the matters listed are UK specific, but you should always declare any equivalent act or default which occurred outside the UK. Please note that if you make a disclosure, this will not automatically result in your registration being refused. ICAEW may, however, wish to make further enquiries before reaching a decision.

DISABILITY INFORMATION

Do you have a long-term or permanent disability, health problem, indisposition or specific learning difficulty, such as dyslexia, that might:

- affect your examinations and for which you require support from ICAEW?
- affect any service or facility offered by ICAEW for which you may require support?

Do you wish to notify ICAEW of any condition that may fall under the above? ☐ Yes
(please enclose details with your registration).

All information disclosed will be treated in the strictest confidence and will not be passed on to your employer or any third organisation without your express consent. If you have any questions or are not sure whether you should complete this section of the form, please contact our student support team on **+44 (0)1908 248 250**.

If your condition means you will need access arrangements, we will ask you to complete a more detailed form and provide supporting evidence. Please email **aa@icaew.com**

ETHNIC ORIGIN

At the request of the Equality and Human Rights Commission you are invited to indicate your ethnic origin by ticking one of the following boxes:

☐ White English
☐ White Scottish
☐ White Welsh
☐ White British
☐ White Irish
☐ White Northern Irish
☐ White Other
☐ Mixed – White and Black Caribbean
☐ Mixed – White and Black African
☐ Mixed – White and Asian
☐ Mixed Other
☐ Asian Indian
☐ Asian Pakistani
☐ Asian Bangladeshi
☐ Asian Other
☐ Arab
☐ Black Caribbean
☐ Black African
☐ Black Other
☐ Chinese
☐ Malay
☐ Other
☐ Do not wish to say

STUDENT'S CERTIFICATE

I agree that during the existence of this training agreement and for any period up until I am admitted as a member of ICAEW, I will:

- comply in all respects with the provisions of the Royal and Supplemental Charters, the Bye-laws and Regulations of ICAEW which are applicable to students;
- use every effort to further the objects of ICAEW;
- observe and uphold the ethical and professional standards of ICAEW;
- provide copies of my training records to ICAEW on request; and
- provide promptly and willingly all possible information and assistance if asked to do so by ICAEW in accordance with its duties.

I confirm that:

- the given details are correct;
- I have been provided with an employment contract and ICAEW training agreement; and
- I have not previously completed any period of approved training under a training agreement.

Signature of student: Date:

Using your personal information.

We will treat your personal information in accordance with data protection legislation. We will use your information for administration, communication and research. To do this we will share your information with the Chartered Accountants' Benevolent Association (CABA), our district societies and with our business partners. We may transfer your information outside the European Economic Area (EEA) eg, to one of our offices. These countries may not have similar data protection laws to the EEA. So, if we do transfer your information we will take the necessary steps to ensure that your privacy rights are still protected. We would like to keep you informed about the finance and business topics that interest you. You can update your preferences at icaew.com/preferences. For more information about our data protection policy please go to icaew.com/dataprotection

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