



Atkinson Professional Accounting Association Executive Council 2010 – 2011 Application

INSTRUCTIONS

Please answer the following questions to the best of your ability. Unless indicated otherwise, answer all questions within this document. Unless indicated otherwise, all fields and/or documents are required.

Your application must be submitted in the following order:

- Atkinson Professional Accounting Association Executive Council 2010 – 2011 Application
- Résumé
- Transcript [Unofficial versions will suffice]: Please note grades will be verified at your interview
 - A list of courses and grades [Most current]
 - Summer 2009 Grade Report
- Reference letter(s) [Optional]
- Anything you may deem necessary for your consideration [Optional]

Additional information about Executive Council Member applications is available on the APAA website.

Please submit your application in a sealed and addressed envelope to:

Attention: 2010 – 2011 Executive Council Applications
Atkinson Professional Accounting Association (APAA)
282 Atkinson Building – York University
4700 Keele Street
Toronto, Ontario
M3J 1P3

The **deadline** for all applications is Thursday March 11, 2010 6:59 p.m.

Please ensure to have your envelope date- and time-stamped by the representatives at 282 Atkinson Building. Applications without adherence to the foregoing requirements may not be considered.

DECLARATION

I understand that submitting this application is an offer of my position as an Executive Council Member for the 2010 – 2011 academic year commencing May 2010 through April 2011. I understand that in order to be an Executive Council Member:

- I must be a full-time York University student
- I must commit to a certain standard and/or quality of work
- I must remain professional, considerate, and reputable in conducting my tasks
- I must be able to commit a minimum of six (6) hours per week towards the APAA
- I may be asked to provide references and/or a portfolio of my accomplishments
- I may be asked to re-apply for Executive Council Member positions in future years
- I allow the APAA to conduct an audit and/or review to verify the contents of this application

I understand that the information provided within this application is valid, true, and complete to the best of my knowledge.

Applicant's Signature: _____

Date: _____

PERSONAL INFORMATION [Please print.]

Surname:

First Name:

Year Of Study [As Of Fall 2010]:

Student Number:

Major:

Faculty:

Cumulative Overall GPA [As of Summer 2009]:

Cumulative Major GPA [As of Summer 2009]:

E-mail Address:

Mobile Number:

Preferred Position:

Alternative Position:

Please check all that apply.

- Registered as a 2009 – 2010 APAA Student Member
- Interested in pursuing one of the following designations:
 - Chartered Accountant (CA)
 - Certified Management Accountant (CMA)
 - Certified General Accountant (CGA)
 - Certified Information Systems Auditor (CISA)
 - Other; Please indicate _____
 - None
- Registered with the respective governing bodies:
 - ICAO (Associate Student Program)
 - CMA Ontario (Student Member)
 - ISACA (Student Member)
 - Other; Please indicate _____
 - None

How many days a week do you spend on campus?

How many hours a day do you remain on campus for each visit?

ADDITIONAL INFORMATION [You may use this space to provide any additional information; optional]

QUESTIONS [Answers must be typed using Arial 10pt font, normal margins, and be double-spaced.]

1. If you were chosen as an Executive Council Member what initiative/new event/program would you like to see implemented **OR** describe an event/program we currently have and how we could improve upon it with your new ideas?
2. Keeping in mind that you will be working with both students and staff from various external organizations, what qualities do you feel are essential for an Executive Council Member? How have you displayed these qualities in your past experiences? [250 words minimum; 500 words maximum]

SKILLS + QUALIFICATIONS

Please indicate your skill level for the following applications and/or technologies. [0 being the lowest; 3 being the highest]

Application/Technology	None	Amateur	Basic	Advanced
Windows	0	1	2	3
Macintosh	0	1	2	3
Microsoft Office	0	1	2	3
Microsoft Excel	0	1	2	3
Microsoft Word	0	1	2	3
Adobe Creative Suite	0	1	2	3
Adobe Acrobat Professional	0	1	2	3
Adobe Dreamweaver	0	1	2	3
Adobe Flash	0	1	2	3
Adobe Fireworks	0	1	2	3
Adobe Illustrator	0	1	2	3
Adobe InDesign	0	1	2	3
HyperText Markup Language (HTML)	0	1	2	3
Cascading Style Sheets (CSS)	0	1	2	3
Hypertext Preprocessor (PHP)	0	1	2	3
JavaScript	0	1	2	3
Extensible Markup Language (XML)	0	1	2	3
Content Management Systems (CMS)	0	1	2	3
WordPress	0	1	2	3
Database Management Systems (DBMS)	0	1	2	3
MySQL	0	1	2	3
phpMyAdmin	0	1	2	3

***None** = self explanatory

***Amateur** = have used the software in the past but rarely to date

***Basic** = have used the software and feel comfortable with it [e.g. most students experience with Microsoft Word]

***Advanced** = use the software frequently and are more than comfortable with it [e.g. able to use advanced functions]

Please specify any technical skills and/or qualifications you may possess, but are not listed above.