

**Netflix Assistant Production Accountant**

**Training Programme 2024**

**Course starts:** 26th February 2024

**Application deadline:** Thursday 4th January 2024 at 10am

**Where to send this application**

This should be emailed to **applications@productionguild.com**

**Deadline:**

* **Date:** Thursday 4th January 2024
* **Time:** 10am

For an Easy Read version of the Application Form please follow link on The Production Guild website.

Please fill in the questions on the next pages. Please answer each question.



1. **Contact Details:**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Do you live in and are you eligible to work in the UK?** YES / NO

**Are you open to relocating for a production placement?** YES / NO

**How did you hear about this programme?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**Please agree that you are happy to be added to the Production Guild training mailing list.**

By writing ‘yes’, you agree you will receive relevant information and details about future training courses.

YES / NO

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**By applying for this programme, you are committing to uphold the PGGB’s code of conduct –** [**https://productionguild.com/about-pggb/our-code-of-conduct**](https://productionguild.com/about-pggb/our-code-of-conduct)

PGGB reserve the right to decline any applicant who is found not to meet those professional standards.



1. **Education, Training and Qualifications (please start with most recent)**

|  |  |  |
| --- | --- | --- |
| **Dates of training** | **Organisation** | **Qualification achieved** |
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1. **Work Experience (start with most recent)**

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| --- | --- | --- |
| **Dates of work** | **Employer** | **Job Titles and Duties** |
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1. What would you like to achieve from taking part in this programme?

(250 words)

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1. What is your understanding of the role of an Assistant Production Accountant?

What is your understanding of the environment in which an Assistant Production Accountant works?

(250 words)

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1. Please explain an example of a work situation in which you have demonstrated logical problem solving and organisational skills.

(250 words)

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1. Please refer to the trainee specification in the FAQs and guidance document to help you answer this question.

Please provide details of how your skills and experience meet the trainee specification.

Please use real examples to demonstrate this.

(500 words)

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1. Why do you want to work in the TV and film industry?

What kind of production would you most want to work on and why?

(250 words)

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1. **References**

You will need **two** **references**.

* One reference must be from your current or last employer.
* The second reference should be able to comment on your suitability for the programme.

Please ensure contact details are correct.

Please note that we will not contact your references unless you are offered a position on the programme.

|  |  |
| --- | --- |
|  |  |
|  | **Reference Name** | **Position of Referee** | **Email & phone number** |
| **1** |  |  |  |
| **2** |  |  |  |

**You have now completed the Application Form.**

**Please make sure that you also submit the following:**

* A Diversity Monitoring Form
	+ You can download this on the Production Guild website.
	+ You should return this by email alongside this application form.
* Numeracy Test
	+ Please click [here](https://forms.microsoft.com/e/5itQMeYUKj).
* Literacy Test
	+ Please click [here](https://forms.microsoft.com/e/k2sTN55xYC).

The Production Guild email will not be monitored between 19th December 2023 and 2nd January 2024.

* If you have any questions regarding your application please refer to the Guidance Notes & FAQs or get in touch by 18th December.