

career choice

Please explain your reasons for choosing this career. Include any other careers you may be considering and explain why.

Are there any particular questions you would like to raise at interview?

secondary/further education

Please list all subjects taken. Give examination results with grades and dates (including resists).

Name of school/college

Dates		GCSE/other	Subject	Grade
From	To			
			Mathematics English Language	

Name of school/college

Dates		A Level/other	Subject	Grade
From	To			

Dates		AS Level/other	Subject	Grade
From	To			

university education				
University/College/Institute				
Dates		Title of Degree/Course	Degree/Diploma (BA, BSc, etc)	Class (Expected/Obtained)
From	To			
main subjects with examination results to date				
1st Year	2nd Year	3rd Year	4th Year (if applicable)	
postgraduate qualifications				
University/College/Institute				
Dates		PhD/Diploma etc.	Name of Supervisor	Subject of course thesis
From	To			
Details scholarships/awards or prizes won, at School and University/College.				
Describe aspects of your course of particular interest to you (e.g. long essays, seminars) and mention any projects.				

work experience		
Name of employer		
Dates		Type of work (include vacation and part-time work/industrial training).
From	To	
What benefits have you gained from your work experience? Which did you enjoy most and why?		
<p>teamwork</p> <p>Describe an occasion where you worked as part of a team and what your contribution to the team was (relating to either a work or university experience).</p>		
<p>motivation and initiative</p> <p>Describe a recent situation where you demonstrated motivation and initiative (relating to either a work or University experience).</p>		
<p>activities and interests</p> <p>Give details of your main leisure activities and interests, with emphasis on current interests. Indicate the level to which each is pursued.</p>		
<p>Give details of posts of responsibility and other achievements, whether at School/College or elsewhere.</p>		
<p>additional information</p> <p>If applicable, what have you been doing since graduating? (Jobs, travel, etc.)</p>		

IT Skills/Literacy – indicate your level of experience in computers, including programmes and packages used.

Describe any other qualifications/skills, e.g. knowledge of foreign languages (indicate proficiency), driving licence, etc.

previous convictions

Have you ever been convicted of a criminal offence? If 'yes' please give details of any conviction (other than offences regarded as 'spent' under the terms of the Rehabilitation of Offenders Act 1974).

If you feel there is anything which has not been covered adequately elsewhere on your application, please elaborate below (e.g. health problems, colour blindness, significant difficulties overcome).

referees

1. academic

2. personal (no relation)

Name

Name

Occupation

Occupation

Address

Address

Postcode

Postcode

Telephone

Telephone

Email

Email

data protection act

Following good employment practice, all application forms are kept for a period of 6 months from the date on which they are received by us. We may wish to keep your form for a further period of 6 months for future recruitment purposes. Please tick here if you do not wish your form to be kept for this period.

The information on this form will only be used for the purposes of assessing your suitability for employment and, if successful, will form part of your employment record.

I confirm that to the best of my knowledge the information given on this application form is correct and complete. I understand that any false or misleading information or statement may be sufficient grounds for terminating immediately either any arrangements made for interview or my employment.

Date _____

Signature _____

equal opportunities monitoring

The following monitoring information is used to ensure that recruitment procedures do not lead to discrimination and that legal and other requirements are met. It is separated from your completed form, so you cannot be identified, and will play no part in the selection process.

Date _____

Male/Female _____

Is your age between

16-24 25-29 30-39 40-49 50-59 60 or over Prefer not to say

sexual orientation

Bisexual Gay Heterosexual Lesbian Other Prefer not to say

how would you describe your religion?

Other religion Buddhist Catholic Christian Hindu Jewish

Muslim None Prefer not to say Rastafarian Sikh

nationality _____

place of birth _____

which of the following best describes your ethnic origin?

Asian or Asian British – Any other Asian background	<input type="checkbox"/>	Chinese or Other ethnic group – Chinese	<input type="checkbox"/>
Asian or Asian British – Bangladeshi	<input type="checkbox"/>	Mixed – Any other mixed background	<input type="checkbox"/>
Asian or Asian British – Indian	<input type="checkbox"/>	Mixed – White and Asian	<input type="checkbox"/>
Asian or Asian British – Pakistani	<input type="checkbox"/>	Mixed White and Black African	<input type="checkbox"/>
Black or Black British – African	<input type="checkbox"/>	Mixed – White and Black Caribbean	<input type="checkbox"/>
Black or Black British – Any other Black background	<input type="checkbox"/>	White – Any other white background	<input type="checkbox"/>
Black or Black British – Caribbean	<input type="checkbox"/>	White – British	<input type="checkbox"/>
Chinese or Other ethnic group – Any other	<input type="checkbox"/>	White – Irish	<input type="checkbox"/>

disability

Do you have a disability? (The Disability Discrimination Act 1995 defines disability as 'a physical or mental impairment which has a substantial and long-term adverse effect on ability to carry out normal day-to-day activities).

Yes (If yes please specify) No

please send your completed application form back to:

Human Resources Department

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15 Fulwood Place

London

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