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**Work Experience Programme 2019 Application Form**

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| Please complete this form in black ink or black type. A curriculum vitae alone will not be accepted.**All applicants must be aged 18 or above, applicants under 18 will not be considered.** | Application number (Internal use only) |

## **Personal details**

|  |  |
| --- | --- |
| **First name:**  |  |
| **Last Name:**  |  |
| **Email:**  |  |
| **Primary Tel No:** (Please indicate if this is a textphone number)(If you are shortlisted, we may contact you by phone.) |  |
| **Home address inc. post code:**  |  |

## **Education, qualifications, and training.**

**Please note**: where a specific qualification is an essential requirement in the person specification you will be required to produce original certificates if you are offered the post.

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| --- | --- | --- | --- |
| **Qualification or course** | **Place of study** | **Dates of course/ Course completion date** | **Grade predicted or achieved (if applicable):** |
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## **Relevant Work or Volunteer Experience (**please continue on a separate sheet if necessary)

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| --- | --- | --- | --- | --- | --- |
| **Employer/Company** |  | **Date****from** | **Date****to** |  | **Job title/Role** |
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## **Reference**

## Please give the name and addresses of one referee who can provide a character reference. This should be a Professor, Tutor or Colleague. Please note references from personal friends or relatives are not acceptable.

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| --- | --- |
|  | **Professor, Tutor, or Colleague.** |
| **Name** |  |
| **Position** |  |
| **Organisation** |  |
| **Address** |  |
| **Telephone** |  |
| **Email** |  |
| **May we contact this referee if you are shortlisted?**  Yes No  |

## **Additional information**

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| If you are shortlisted, you will be asked to produce a “specified document” (e.g. a P60, UK or Eire birth certificate, passport) confirming your eligibility to live and work in the UK in accordance with the Asylum and Immigration Act 1996 – Section B  |

|  |  |  |
| --- | --- | --- |
| **Would you be able to produce documented proof of eligibility to work in the UK?**If ‘yes’ please list the document(s): | Yes / No |  |
| **Are there any restrictions on your right to work in the UK?**If ‘yes’ please state restriction/terms. | Yes / No |  |
| **Other than English, are you fluent in other languages?** Please specify the languages and your level of proficiency: basic / conversational / fluent (written/spoken). | Yes / No |  |

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| **Does your education course require you to carry out an internship for a specific number of weeks?**If ‘yes’, please specify the amount of weeks. | Yes / No |  |
| **Which IT packages are you proficient in?** Please specify your level of proficiency: basic / intermediate / advanced |  |  |
| **Can you attend interviews on the dates specified in the advert?**If ‘yes’, please specify any special requirements you may need: | Yes / No |  |
| **Do you know anyone in our past/present employment?**If ‘yes’, please state the name(s), relationship and their job title: | Yes / No |  |
| **How did you hear about this vacancy**? Please specify which website / newspaper / university / college |  |
| **If offered this internship, when within the internship period could you start**? N.B. Internship period runs from 1st June - 22nd September. |  |
| **Please specify any holiday commitments:** |  |

## **Personal statement**

**Please explain why you are applying for this internship, stating your relevant experience and skills. Please refer to the internship description and person specification and continue on a separate sheet if necessary.**

## Declaration

I confirm that the details given in this form are correct and understand that any false declaration may result in my dismissal from post. I hereby explicitly consent to HarrisonParrot holding my personal details within a manual or electronic filing system in relation to the Data Protection Act 1998.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Signature** |  |  | **Date** |  |

**Submit your completed application form, your CV and Equal Opportunities form to:** **hr@harrisonparrott.co.uk**

This email address is for applications only and will send an automated response to messages received. Applications will be processed provided all attachments are received before the specified deadline. HarrisonParrott aims to contact all applicants within two weeks of the closing date.