Graduate Application Form

|  |  |
| --- | --- |
| Candidate Registration Number | TG22/ |

Personal Details

|  |  |  |  |
| --- | --- | --- | --- |
| First Name(s) |  | Surname |  |
| 1st Line Address  |  | Skype Address |  |
| 2nd Line Address |  | Landline Number |  |
| Town |  | Nationality |  |
| Postcode |  | Date of Birth | dd |  | mm |  | yy |  |
| E Mail Address |  | Gender  | Male |  | Female |  |
| Mobile Number |  |

Further Information

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have a full and clean driving licence? | Yes |  | No |  |
| If no, when do you intend to learn? |  |
| Do you have your own transport? | Yes |  | No |  |
| Are you disabled? | Yes |  | No |  |
| If yes, do you require any adjustments to be made in the workplace? |  |
| Have you ever been convicted of a criminal offence that is not regarded as being spent under the Rehabilitation of Offenders Legislation? | Yes |  | No |  |
| If yes, please provide details in the column opposite |  |

Higher Education

|  |  |  |  |
| --- | --- | --- | --- |
| University Attended |  | Degree |  |
| Date From |  | Date to |  |
| Class Predicted/Achieved |  |  |  |

|  |
| --- |
| Please list below modules studied in each year |
| Year 1 |  |
| Year 2 |  |
| Year 3 |  |
| Year 4 |  |

Dissertation

|  |  |
| --- | --- |
| Title of projectAwarding Body |  |
| Date due |  |
| Please outline your approachto this project, methods usedskills developed |  |

Higher Education Reference

|  |  |
| --- | --- |
| Referee Name |  |
| University / College |  |
| Email Address |  |

Masters / Professional Qualifications/Further Training

|  |  |  |  |
| --- | --- | --- | --- |
| University Awarding Body |  | Course |  |
| Date From |  | Date to |  |
| Core SubjectsStudied |  |

Secondary Education

|  |  |
| --- | --- |
| College / Sixth Form Attended |  |
| Date From |  | Date to |  |
| QualificationsAchieved& GradesA-LevelsGNVQ |  |

|  |  |
| --- | --- |
| School Attended |  |
| Date From |  | Date to |  |
| GCSEsAchieved& Grades |  |

Work Experience

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Current / Most Recent Employer |  | Full Time |  | Part Time |  |
| Address of Employer |  |
| Managers name & email |  |
| Your Job Title |  |
| Date Started |  | Notice Period |  | **Current Salary** | £ |
| Main Duties |  |
| Reason for leaving |  |
| Can this employer be used as a referee? | Yes |  | No |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Previous Employer |  | Full Time |  | Part Time |  |
| Address of Employer |  |
| Managers name & e mail |  |
| Your Job Title |  |
| Date Started |  | Date Left |  | Salary | £ |
| Main Duties |  |
| Reason for leaving |  |
| Can this employer be used as a referee? | Yes |  | No |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Previous Employer |  | Full Time |  | Part Time |  |
| Address of Employer |  |
| Your Job Title |  |
| Date Started |  | Date Left |  | Salary | £ |
| Main Duties |  |
| Reason for leaving |  |

|  |
| --- |
| Career Choice |
|  |

Skills & Competencies

Please take time to comment on the areas below. These can be bullet points to be discussed at your interview in more depth. This all aids in the search for the right graduate opportunity.

|  |
| --- |
| Leadership / Project Management |
|  |
| I.T/Social Media/Digital |
|  |
| Communication/Presentations |
|  |
| Planning / Organisation/Working to deadlines |
|  |
| Teamwork/Working Independently |
|  |

Hobbies, Interests, Achievements

|  |
| --- |
| Please give details of any interests, hobbies, achievements or Association memberships |
|  |

Availability

|  |
| --- |
| Please provide us with details of any time off or dates you are unavailable for interviews / assessment days. Please include any holidays already booked.Also indicate when you actually complete your exams and are available to start a job. |
|  |

**DATA PROTECTION Statement**

I have checked these details are correct.

I understand and agree to The Graduate using this and other data to create and maintain records on me and for statistical purposes in accordance with the General Data Protection regulations. I agree that this information will be kept for the duration of the recruitment process and for a period of 5 years. Should I be employed through the services of The Graduate I agree that this information will be kept for the duration

of my employment and for a period of time following this. I am aware I have the right to

request a copy of the data held on me.

Applicants Signature

|  |  |  |  |
| --- | --- | --- | --- |
| Applicants Signature |  | Date |  |

For interviewer’s use only **|** Please do not complete this section

|  |  |
| --- | --- |
| *How did you hear of The Graduate?* |  |
| *Minimum Salary* |  |
| *Career Choice* |  |
| *Working Location* |  |
| *Time off required* |  |
| *Health* |  |
| *Appearance* |  |
| *Qualifications* |  |
| *Summary of Skills* |  |
| *General Comments* |  |