|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PERSONAL DETAILS** | | | | | | | | |
| **Mr/Mrs/Ms/Miss/Dr** | | | |  | | | | |
| **Full Name** | | | |  | | | | |
| **Mobile Number:** | | | |  | | | | |
| **Home telephone number:** | | | |  | | | | |
| **Permanent Address** | | | |  | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
| **Term-time Address** | | | |  | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
| **Include dates you are contactable there** | | | | **Dates:** | | | | |
| **Email Address:** | | | |  | | | | |
| **Do you require a work permit to work in the UK?**  If Yes, supply the Visa type, date issued, expiry date and any further details. | | | | **YES / NO** | | | | |
| **Do you have language skills?**  If Yes, state language(s) and to what level e.g. conversational/fluent/basic? | | | | **YES / NO** | | | | |
| **Earliest date you are available to start work?** | | | |  | | | | |
| **EDUCATION** | | | | | | | | |
| **POST GRADUATE QUALIFICATIONS** | | | | | | | | |
| Dates From | Dates To | | University | | | | Course *(e.g. MEng/MSc/MBA)* | *Research Topic or Course* |
|  |  | |  | | | |  |  |
| **FIRST DEGREE/DIPLOMA** | | | | | | | | |
| Dates From | Dates To | | University/College | | | | Course Title & Level (e.g. BSc, BA) | Results (or predicted) |
|  |  | |  | | | |  |  |
| **HIGH SCHOOL/SECONDARY/FURTHER EDUCATION** | | | | | | | | |
| Dates From | Dates To | | Name of School/Colleges | | | | Exams taken and Year | Grades |
|  |  | |  | | | |  |  |
|  |  | |  | | | |  |  |
| **WORK EXPERIENCE** | | | | | | | | |
| Dates From | Dates To | Employer /Organisation | | | | Key Responsibilities/Activities | | |
|  |  |  | | | |  | | |
| **ADDITIONAL REQUIREMENTS** | | | | | | | | |
| **Do you have a Full & Clean UK Drivers Licence**  **(no more than 3 penalty points)** | | | | | | | **YES / NO** | |
| **QUESTIONS** | | | | | | | | |
| What will you look back on with pride, as something you have achieved in the last few years? **(Less than 200 words)** | | | | | | | | |
| Why does a career within VGC particularly appeal to you and how would it suit your skills? **(Less than 200 words)** | | | | | | | | |
| ‘Most projects are delivered by teams.’ What are you strengths when working as part of a team**? (Less than 200 words)** | | | | | | | | |
| Give us an example of when you have had to use both your initiative and creativity **(Less than 200 words)** | | | | | | | | |
| Is there anything else you would like to tell us that is relevant to this application? **(Less than 200 words)** | | | | | | | | |
| Please detail any hobbies / clubs / voluntary work you are involved in. | | | | | | | | |
| **REFERENCES** | | | | | | | | |
| Please give details of 2 references, one of whom must be your present or most recent employer. (Students should give the name of their head tutor or lecturer) | | | | | | | | |
| **Name** | | | | |  | | | |
| **Address** | | | | |  | | | |
| **Postcode** | | | | |  | | | |
| **Telephone and email address** | | | | |  | | | |
| **Relationship** | | | | |  | | | |
| **Can this person be contacted without further notification from you?** | | | | | Yes / No | | | |
| **Name** | | | | |  | | | |
| **Address** | | | | |  | | | |
| **Postcode** | | | | |  | | | |
| **Telephone and email address** | | | | |  | | | |
| **Relationship** | | | | |  | | | |
| **Can this person be contacted without further notification from you?** | | | | | Yes / No | | | |