|  |
| --- |
| **Post:** International Mobility Scholarship (Outgoing/incoming students) |



**Personal Details**

|  |  |
| --- | --- |
| **Forenames:** | **Surname:** |
| **Home address:** | **Title:** |
| **Contact Phone Number:** | **Email:** |

**Previous/current Employment**

|  |  |  |
| --- | --- | --- |
| **Name and location:** | **Start Date:** | **End Date:** |
| **Job Title:** | | |
| **Brief Description of Duties:** | | |
| **Reasons For Leaving:** | | |
| **Please duplicate for any further employment** | | |

**Education/Training**

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution:** | |  | |
| **Examinations and results:** | | | |
| **Type:** | **Subject:** | | **Grade:** |
|  |  | |  |

**TRAINING**

|  |
| --- |
|  |

**Supporting Statements**

|  |
| --- |
| 1. (Essential to the Scholarship)   **Please outline your previous administrative experience** |
|  |
| 1. (Essential to the Scholarship)   **Please detail your experience and knowledge of standard IT systems and databases. This should include evidence of successfully developing and implementing systems and process.** |
|  |
| 1. (Essential to the Scholarship)   **Please provide evidence of your time management skills by giving examples of how you have organised a busy workload with some conflicting priorities to meet deadlines.** |
|  |
| 1. (Essential to the Scholarship)   **Please provide examples of where you have enjoyed effective team working and of your ability to develop good working relationships. Please also outline your experience of independent working.** |
|  |
| 1. (Essential to the Scholarship)   **Please provide evidence to demonstrate your communication and interpersonal skills and ability to develop good working relationships. This should include evidence of maintaining clear and accurate records.** |
|  |
| 1. (Essential to the Scholarship)   **Please provide evidence of your commitment to following procedures, particularly those related to legislation or policy guidelines** |
|  |
| 1. (Essential to the Scholarship)   **Please provide examples of where you have demonstrated a positive attitude whilst working under pressure.** |
|  |

**Additional Information**

|  |
| --- |
|  |

**Referees**

**Reference 1**

|  |  |
| --- | --- |
| **Name:** |  |
| **Position:** | **Relationship to you:** |
| **Address:** | **Telephone Number:** |
| **Email:** |
| **Can referee be contacted at this stage: yes/no** | |

**Reference 2**

|  |  |
| --- | --- |
| **Name:** |  |
| **Position:** | **Relationship to you:** |
| **Address:** | **Telephone Number:** |
| **Email:** |
| **Can referee be contacted at this stage: yes/no** | |

**Applications must be accompanied by:**

• A letter of motivation

• A certified copy of the bio-data page of the passport

• A comprehensive curriculum vitae including a description of relevant work experience