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



**Personal Details**

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

**Previous/current Employment**

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

**Education/Training**

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

**TRAINING**

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**Supporting Statements**

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| 1. (Essential to the Scholarship)

**Please outline your previous administrative experience** |
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| 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.** |
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| 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.** |
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| 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.** |
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| 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.** |
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| 1. (Essential to the Scholarship)

**Please provide evidence of your commitment to following procedures, particularly those related to legislation or policy guidelines** |
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| 1. (Essential to the Scholarship)

**Please provide examples of where you have demonstrated a positive attitude whilst working under pressure.** |
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**Additional Information**

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**Referees**

**Reference 1**

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| --- | --- |
| **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