|  |  |
| --- | --- |
| **GES SANDWICH STUDENT SCHEME 2017 - 18 APPLICATION FORM** | |
| **Opening Date** | **9.00am on Wednesday 12 October 2016** |
| **Applications will not be accepted before this time.**  **The scheme will close as soon as sufficient applications have been received.** | |
| **Submitting Your Application** | **Electronic Application Forms (only) should be emailed to:** [yasmine.thomson@hmtreasury.gsi.gov.uk](mailto:yasmine.thomson@hmtreasury.gsi.gov.uk) as soon as possible after the scheme opens, with the following text in the subject field of your email: **GES** **Sandwich Student Scheme 2017-18**.  **Please note:** You should receive an automatic acknowledgement of your application form. If you do not, please  email [ges.int@hmtreasury.gsi.gov.uk](mailto:ges.int@hmtreasury.gsi.gov.uk)  **We will only accept MS Word files. Please note that we cannot accept applications via SkyDrive.**  **It is your responsibility to check that you meet the eligibility criteria and that you have completed all sections of the form before submitting your application.** |

|  |  |  |  |
| --- | --- | --- | --- |
| **PERSONAL DETAILS** | | | |
| Surname |  | Forename(s) |  |
| Title (Mr/Mrs/Ms etc.) |  | | |
| Other surname by which you have been known |  | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **NATIONALITY** | | | | | | |
| At birth: |  | Now (if different): | | |  | |
| Do you have a permanent right of residency in the United Kingdom? | | YES |  | | NO |  |
| How long have you been resident in the UK? | |  | | | | |
| If you do not have a permanent right of residency, what type of visa do you currently hold? | |  | | | | |
| What is the **expiry date** of your current visa? | |  | | | | |
| Does your visa allow you to undertake a full-time work placement in the UK, and cover the period of the placement? *[****Attach a copy of your visa with your application form****]* | | YES |  | | NO |  |
| Do you meet the nationality criteria for GES appointments?  *[See GES website for more information]* | | YES |  | NO | |  |

|  |  |
| --- | --- |
| **CONTACT DETAILS** | |
| Permanent Address |  |
|  |
|  |
|  |
| Post Code |  |
| Telephone Number |  |
| Email |  |
| Contact Address  (if different) |  |
|  |
|  |
|  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **EDUCATION** | | | | | | |
| **First Degree Qualifications** | | | | | | |
| University Name |  | | | | | |
| Degree Title |  | | | | | |
| Dates of course | From |  | | To | |  |
| **Degree Breakdown**  Provide below details of all modules completed and currently being studied, together with grades and credits - **applications submitted without grades and credits will be discounted. Mark all economics modules as ‘Econ’.** Where possible, provide results issued by your university on a separate sheet. | | | | | | |
| **1ST YEAR GRADES** | **MODULE TITLE** | | **CREDITS** | | **ECON** | |
|  |  | |  | |  | |
|  |  | |  | |  | |
|  |  | |  | |  | |
|  |  | |  | |  | |
|  |  | |  | |  | |
|  |  | |  | |  | |
|  |  | |  | |  | |
|  |  | |  | |  | |
|  |  | |  | |  | |
| **Overall Mark/Grade** |  | | **Total Credits** | |  | |
| **2ND YEAR GRADES** | **MODULE TITLE** | | **CREDITS** | | **ECON** | |
|  |  | |  | |  | |
|  |  | |  | |  | |
|  |  | |  | |  | |
|  |  | |  | |  | |
|  |  | |  | |  | |
|  |  | |  | |  | |
|  |  | |  | |  | |
|  |  | |  | |  | |
|  |  | |  | |  | |
| **Overall Mark/Grade** |  | | **Total Credits** | |  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **3RD YEAR GRADES** | **MODULE TITLE** | **CREDITS** | **ECON** | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
| **Overall Mark/Grade** |  | **Total Credits** |  | |
| **4TH YEAR GRADES** | **MODULE TITLE** | **CREDITS** | **ECON** | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
| **Overall Mark/Grade** |  | **Total Credits** |  | |
| **POSTGRADUATE STUDY/QUALIFICATION** | | | | |
| University Name |  | | | |
| Degree Title |  | | | |
| From |  | To | |  |
| Details of postgraduate qualification including modules, credits, and all economics modules marked as ‘Econ’, and thesis title. |  | | | |
| **OTHER QUALIFICATIONS** | | | | |
|  | | | | |

|  |
| --- |
| **ADDITIONAL INFORMATION** |
| We will use this information, alongside your educational qualifications, to determine whether you are called for interview. |
| **COMPETENCES** |
| Describe your achievements in the following three areas; **working on your own initiative**, **organising and prioritising time**; **producing results/determination**  (300 words maximum) |
|  |

|  |
| --- |
| **EXTRA CURRICULAR ACTIVITIES** |
| Give details of activities from school, college or elsewhere, which demonstrate you can build productive relationships with others. (300 words maximum) |
|  |

|  |
| --- |
| **CAREER CHOICE** |
| Explain what attracts you about the Government Economic Service student placements and offer evidence of your suitability. (300 words maximum) |
|  |

|  |  |  |
| --- | --- | --- |
| **WORK EXPERIENCE**  Please give details of full-time and part-time work, including voluntary work | | |
| **Name and address of employer** | **Dates** | **Position held, brief description of responsibilities** |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ACADEMIC REFEREES**  Give details of 2 referees we can approach, at least one of whom should be an academic and should have first-hand knowledge of your economic qualifications and experience e.g. Head of Department or economics tutor. | | | | |
| **1st Referee** | | | | |
| Name |  | | | |
| Title |  | | | |
| Address |  | | | |
| Email |  | | | |
| **2nd Referee** | | | | |
| Name |  | | | |
| Title |  | | | |
| Address |  | | | |
| Email |  | | | |
| **INTERVIEW ARRANGEMENTS**  Specify any dates during the period **(11 November – 2 December 2016**) when you are **not** available for interview. | | | | |
| Please indicate below your preferred Departments (**1-16**) where 1 is you highest preference and **16** is your lowest. **Please list all departments unless you provide a reason in the box below e.g. location**. | | | | |
| **Department** | | **Location** | **Placements** | **Preference** |
| Business, Energy & Industrial Strategy (BEIS) | | London | 4 |  |
| Communities & Local Government (DCLG) | | London | 2 |  |
| Environment, Food & Rural Affairs (DEFRA) | | London | 8 |  |
| Exiting the EU (DExEU) | | London | 2 |  |
| Education (DFE) | | London/Sheffield | 1 |  |
| Transport (DFT) | | London | 2 |  |
| Work & Pensions (DWP) | | London/Leeds/Sheffield | 15 |  |
| Foreign & Commonwealth Office (FCO) | | London | 4 |  |
| Food Standards Agency | | London | 1 |  |
| HM Revenue & Customs (HMRC) | | London | 5 |  |
| HM Treasury (HMT) | | London | 15 |  |
| Home Office (HO) | | London | 10 |  |
| Health & Safety Executive | | Liverpool | 1 |  |
| Ministry of Justice (MoJ) | | London | 1 |  |
| Office for Budget Responsibility (OBR) | | London | 2 |  |
| Office for National Statistics (ONS) | | Newport, Gwent | 50 |  |
| **Reason for not expressing preferences:** | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DECLARATION**  *The details given on this application are correct to my knowledge and belief. You must sign and date this form (printing name will be accepted).* | | | | | |
| ***The information on this form will be used to select candidates for interview.***  ***Details from this application form will be stored and used as a basis for your personal file, which will be available to Government Economic Service (GES) staff, and made available to managers in Departments with vacancies. It may also be used for security and health checks.***  ***Details of unsuccessful candidates will be destroyed after one year.***  ***“I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld any relevant information, my application may be disqualified or, if I have been appointed, I may be dismissed.”*** | | | | | |
| **Signature**  **(or type name)** |  | **Date** | |  | |
| **WHERE DID YOU FIND OUT ABOUT THE GES SANDWICH STUDENT SCHEME?** | | | | |
| University Careers Adviser | | |  | |
| University Careers Website | | |  | |
| University Economics Department | | |  | |
| University Tutor | | |  | |
| University Economics Society | | |  | |
| GES Website | | |  | |
| Other (please describe) | | |  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EQUAL OPPORTUNITIES QUESTIONNAIRE** | | | | |
| The Civil Service has a policy of equal opportunity. Everyone who is eligible to join the Civil Service, whatever their sex or marital status, sexual orientation, disability, race, colour, ethnic or national origin, will receive equal treatment when applying for jobs. In order to find out if this policy is working and to enable us to take the necessary steps to ensure further progress is made, we need the information requested below.  Your answer will be treated confidentially and will not affect your application in any way.  Please make sure that you read all the categories and then indicate the appropriate category.  Please tick the box to confirm whether you have given your consent for information about your ethnic origin to be used in the way described on the ethnic monitoring questionnaire (which will be destroyed once it has been received). | | | | |
| **I am Asian** | | | | |
| (A) of Indian origin | | | |  |
| (B) of Pakistani origin | | | |  |
| (C) of Bangladeshi origin | | | |  |
| (D) of East African origin | | | |  |
| (E) of Chinese origin | | | |  |
| (F) of other origin *please describe* | | | |  |
| **I am black** | | | |  |
| (G) of Caribbean origin | | | | |
| (H) of African origin | | | |  |
| (I) of other origin *Please describe* | | | |  |
| (J) **I am white** | | | |  |
| (K) **I belong to some other group or groups** *Please describe* | | | |  |
| **DO YOU CONSIDER YOURSELF TO HAVE A DISABILITY (AS DEFINED UNDER THE DISABILITY DISCRIMINATION ACT 1995 (SEE ATTACHED)?** | | | | |
| YES |  | NO |  | |
| If **YES**, please give details below of any special arrangements, which would help you at interview. | | | | |

**Definition of Disability**

The Disability Discrimination Act 1995 introduced a new definition of disability. As a result, disability is not defined by whether someone has a particular condition, but about the effect of the condition on normal day-to-day activities.

The Act defines disability as follows:

**A person is disabled if they have a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.**

This means that to be covered by the Act a person must have a condition which:

* **is not just temporary**
* **adversely affects their ability to carry normal day to day activities**
* **has a substantial effect – not just a minor or trivial one**

The Act covers people who **have** a disability or **have had** a disability in the past (even if they have fully recovered).

The main concepts used in the Act’s definition are:

* **Impairment**

This covers physical or mental impairments, and includes sensory impairments such as those that affect sight or hearing. Mental impairments include those that affect mental functioning, including learning disabilities. It includes clinically well-recognised mental illness – that is to say mental illness that is recognised by a respected body of medical opinion.

* **Substantial adverse effect**

This means that the disability must have had an adverse effect that is more than minor or trivial.

* **Long term effect** This means an effect which;
  + - has lasted at least 12 months; or
    - is likely to last for a total period of at least 12 months; or
    - Is likely to last for the rest of a person’s life, even if that person isn’t expected to live for 12 months.
* **Normal day to day activities**

Broadly speaking these are activities that people do, fairly frequently or regularly. The Act says there must be an effect on the person’s ability to carry out normal day-to-day activities, not necessarily an effect on the activities themselves.

**Additional information**

The Act’s definition also covers: disabilities being treated (examples include epilepsy corrected by medication or diabetes controlled by insulin), people who were disabled in the past but have recovered (e.g. past history of cancer or mental illness), severe disfigurements, progressive conditions and people who were formally registered as disabled.

**What the DDA does** In brief, the Disability Discrimination Act makes it unlawful for employers with 15 or more staff to discriminate against current or prospective employees with disabilities, because of a reason relating to their disability. Employers may also have to make reasonable adjustment, if their employment arrangementsor premises substantially disadvantage a disabled employee or applicant.