



Graduate Training Programme Application Form

Please complete all relevant fields and send your completed application form to Graduate.Recruitment@property.nhs.uk by **3rd May 2019**.

Please tell us how you heard about this vacancy:

Name:

Email Address:

Telephone No:

Location:

Are you free to remain and take up employment in the UK? Yes No

You will be required to provide appropriate documentary evidence of this at interview. For examples of acceptable documents please see www.ukba.homeoffice.gov.uk

Education/Qualifications

Secondary Education	Study Dates	Qualification and Grade	Date Obtained
College/ University	Study Dates	Qualification and Grade	Date Obtained



Ongoing Professional Development	Study Dates	Qualification and Grade	Date Obtained

Training and Development

Please use the space below to give details of any training or non-qualification based development which is relevant to the post and supports your application.

Training Course	Course Details (including length of course/nature of training)

Current Membership of any Professional Body/Organisation

Please give details:

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Employment History

Previous Employment: Please include any previous experience (paid or unpaid), starting with the most recent first.

Current or most recent employer

Name of Employer:	
Position Held:	
Dates of Employment:	
Reason for leaving	
Notice period (if applicable)	
Brief description of duties:	

Previous employer

Name of Employer:	
Position Held:	
Dates of Employment:	
Reason for leaving	
Brief description of duties:	

Previous employer

Name of Employer:	
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Dates of Employment:

Reason for leaving

Brief description of duties:

Previous employer

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Position Held:

Dates of Employment:

Reason for leaving

Brief description of duties:

Pre-screen questions

1. What interests you about NHS Property Services and why should you be selected for the Graduate Programme?

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2. How do you envisage managing your APC alongside your daily workload and what are your expectations in terms of support from the company?

3. What kind of experience do you have for this role and what skills would you like to develop?

4. Describe a situation where your work idea was challenged.



5. Any other information to support your application.

Declaration

Statement to be Signed by the Applicant (Candidates selected for interview will normally be notified within four weeks of the closing date.)

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered:

I agree that NHS Property Services Ltd can create and maintain a record of my personal data and that this will be processed and stored in accordance with the Data Protection Act 1998.

I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.

Signed:

Date:

We are an equal opportunities employer - committed to the principles of equal employment opportunities and creating an inclusive environment for all employees. We will not tolerate discrimination or harassment of any kind.