

## Year Out/Work Placement Application Form *(Delete as applicable)*

Preferred Location: Guildford / London / Bath *(Delete as applicable)*

### PERSONAL INFORMATION

Title: \_\_\_\_\_ (Mr/Mrs/Miss/Ms/Other)

Surname: \_\_\_\_\_

Forename(s): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Contact phone numbers *(please specify preferred contact number)*:

Home: \_\_\_\_\_ Work: \_\_\_\_\_

Mobile: \_\_\_\_\_

E-mail: \_\_\_\_\_

Nationality: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Do you hold a current driving licence? **YES/NO**

If **'YES'**, is the licence free from endorsements? **YES/NO**

If **'NO'**, please give details: \_\_\_\_\_

Do you own a car? **YES/NO**



## KEY INFORMATION

Please explain how you came to hear about Synergy Construction and Property Consultants LLP?

Please explain why you wish to work within a Construction and Property Consultancy practice and which disciplines (quantity surveying/project management/ building surveying) interest you the most and why?

Please list out any skills, experiences or qualifications you have that you feel would be of value?

In no more than 200 words please tell us if you could go back in time and ask just one person in history for advice and help, which person would you choose and why?



**EDUCATION**

Secondary School	From	To	Examinations taken, passed and results

Higher Education University / College	From	To	Course title and anticipated result

**PROFESSIONAL QUALIFICATIONS**

Training provider	Awarding Body	Subject	Result	Date

**EMPLOYMENT HISTORY (Please start with your current or most recent employer)**

Employer: Name and Address	Dates: From - To	Position Held	Reason for Leaving
		Salary or Wage	

Main Activities and Responsibilities of Post:



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**Please continue Employment history on a separate sheet of paper if required**



What computer software/packages have you used and to what level?  
(1= basic 2= competent 3= advanced)

**OTHER QUALIFICATIONS / SKILLS / EXPERIENCE**

e.g. Fluency in languages, prizes or awards

**LEISURE INTERESTS**

Please give details of pastimes, hobbies, or interests and any other information you may wish to add in support of your application



## REHABILITATION OF OFFENDERS ACT

Have you been convicted of a criminal offence? **YES/NO**

If **'YES'** please give details and dates below: \_\_\_\_\_

*(Please note under the 'Act' you are not required to state any convictions regarded as spent except for certain employment categories)*

## SECONDARY EMPLOYMENT

Please state if you have any secondary or part-time employment: **YES/NO**

If **'YES'** please give details

## REFEREES

Please give details of 2 referees, ideally these should include a present or past employer

Name of individual	Position Held/ Relationship (e.g. Manager)	Company Name & Address	Telephone Number	Permission to contact?
				<b>YES/NO</b>
				<b>YES/NO</b>



## DECLARATION

**I certify that to the best of my knowledge and belief all the above particulars I have given are true. I understand that any false statement may disqualify my application or may lead to the termination of my employment.**

I understand that any employment will be subject to my providing documentation - issued by [any of] a previous employer, the Inland Revenue, the Benefits Agency, the Contributions Agency or Employment Services, or some other form of official document - which states my National Insurance number and confirms my right to work in the UK, in accordance with the Asylum and Immigration Act 1996.

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

We will process information contained in this form to comply with the requirements of the Data Protection Act 1998 and the Commission for Racial Equality. It will be processed by computer as required by Synergy Construction and Property Consultants LLP for the operational, managerial and associated purposes relevant to the maintenance of a personnel system and payment of remuneration and pension due. Data will also be used to produce de-personalised statistics. Under the act you are entitled to request, in writing and with the appropriate fee, copies of certain information we hold about you.

Forms completed by unsuccessful candidates will be destroyed within six months of receipt.

**Please return completed form to:**

**Human Resources Department,  
Synergy Construction and Property Consultants LLP,  
8/9 Faraday Road,  
Guildford, Surrey, GU1 1EA**