



APPLICATION FORM

Note for applicants

This form is an important part of the selection process and gives you the opportunity to record relevant information. Please complete the form in full even if you wish to provide a CV along with your application. Please send your application via email to careers@garradhassan.com or by post to; Garrad Hassan & Partners Ltd., St Vincent's Works, Silverthorne Lane, Bristol, BS2 0QD, UK

Please note that incomplete application forms will not be reviewed. Additional space is available at the end of the application if required.

Post applied for	
How did you learn of this vacancy?	

PERSONAL DETAILS (block capitals please)

Forename	
Surname	
Address	
Telephone	
Mobile phone	
Email address	
Correspondence address if different	
Languages spoken and current ability. Please indicate whether basic, social, business or native	

Would you prefer to work
Full time <input type="checkbox"/> Part time <input type="checkbox"/> Hours/days <input type="text"/>

Office location <input type="text"/>
National Insurance Number (if applicable) <input type="text"/>



EDUCATION AND TRAINING

University Postgraduate Study

Name of Institution	From	To	Degree (Msc, Phd, EngD, etc)	Class/grade	Date degree awarded
Subject					
Key areas covered					

University Education

Name of Institution	From	To	Degree (BEng, MEng, etc)	Class/grade	Date degree awarded
Degree subject (eg Mechanical engineering)					
Key areas covered					

School / College

Name of Institution	From	To	Qualifications obtained in final two years (subjects and grades)

Applicants offered an appointment may be required to verify their qualifications within three months.

Please specify any professional, occupational or technical training undertaken	
Date	Details

Please detail membership of professional organisations

CURRENT OR LAST EMPLOYMENT (please include details of academic placements, employment, part-time or holiday work)

Name of Employer	
Telephone No.	
Address	
Joined on	
Post Held	
Date left	
Please provide a description of your current role and, if relevant, of previous roles held. There should be an emphasis on your responsibility and achievements within the role(s)	
Reason for leaving	

PREVIOUS EMPLOYMENT

Name and address of employer	Job description title and main function	From	To	Reason for leaving

Please also include any periods during which you were travelling or in temporary work	
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Please state if you have been dismissed from any job and, if so, provide details of the reason for dismissal.

Role / Employer	Reason	Date

FURTHER INFORMATION (please ensure you complete this section)

Please indicate why you are applying for this position and the skills and experience you can bring to this post. This should include an explanation of skills gained from a variety work situations e.g. work placement, employment, holiday or voluntary work.

GENERAL

Do you hold a current driving licence, other than a provisional one?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you applied to Garrad Hassan in the last 12 months – if so what role and when?	

If appointed, when could you start?	
Are you under any immigration or other registrations which would affect your rights to work in the UK?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes please provide further details:
If so, do you have immigration permission to lawfully allow you to work in the UK?	<input type="checkbox"/> Yes <input type="checkbox"/> No

REMUNERATION

Please indicate your current salary (or most recent salary). Please include any bonus payments or benefits which go with the role.	
Please provide an indication of your salary expectations.	

REFEREES (please name two who may be approached)

Do you give / do not give permission for Garrad Hassan to contact your referees prior to an offer of employment being made (delete as appropriate).	<input type="checkbox"/> I do give permission <input type="checkbox"/> I do not give permission
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PLEASE INCLUDE YOUR PRESENT OR LAST EMPLOYER

Name	Position	Address

HEALTH

Have you had any absence from work in the past 12 months?

Yes

No

If yes please provide details:

Do you have a disability which might be relevant to your appointment?

Yes

No

If yes please provide further details:

Do you need any special adjustments to assist in your employment?

Yes

No

If yes please state the adjustments you might need:

By returning this form :

1. I declare that the information I have given is true and acknowledge that if I have provided false or misleading information this will disqualify me from employment and, if appointed, may result in instant dismissal;
2. I confirm that I have read and understood the Data Protection and Privacy Statement and consent to the provisions contained in it.

Signature or typed name

Date

DATA PROTECTION AND PRIVACY STATEMENT - JOB APPLICANTS

You consent to Garrad Hassan (the “Company”) processing your personal data for the purposes of determining your suitability for a position and, if applicable, in determining terms of employment or engagement. It may also be included in management information used to monitor recruitment initiatives and equal opportunities policies. If your application is progressed further, details may be disclosed to third parties (such as educational institutions, present and past employers, employees of the Company, credit reference agencies, etc.) for reason such as verification of, or obtaining extra, information. Details may also be disclosed if required by law or for the purposes of the Company’s business requirements (e.g. to auditors or third party service suppliers). You also consent to the Company processing your sensitive personal data (including information relating to your gender, health and racial or ethnic origins) for the above purposes and using it as described above. We may retain information as required by law or, at our options, for up to twelve months following our final communication to you.

ADDITIONAL SPACE (for further comments)

A large, empty rectangular box with a thin black border, occupying most of the page below the header. It is intended for providing further comments or details.