

The Year in Industry- Undergraduate Application Form

The information you give on this form is an important part of the selection process. Please take time, consider your answers carefully and write or print clearly in black ink. *Please use additional paper for your answers if required.*

Application for summer/autumn _____ (state the year you wish to take part eg (2009))

Surname _____ First name _____

Date of birth _____ Preferred name _____

Male/Female _____ Nationality _____

Driving licence Yes/No/Provisional Own transport Yes/No

Home address _____ Term address _____

County _____ County _____

Postcode _____ Postcode _____

Telephone _____

Mobile _____ Email _____

Education

Pre-university (eg A Levels/BTec/ONC/other, please specify*)

School/College _____

Subject	Level*	Grade	Subject	Level	Grade

University _____ **Course tutor** _____

Course _____ **Tutor telephone** _____

Tutor e-mail _____

First Year Modules & Results

Subject/Module	Result	Subject/Module	Result

Second Year Modules being studied and results (if known)

Subject/Module	Result %	Subject/Module	Result %

Computer experience – tick one box for level of experience. Attach separate sheet if necessary.

IT Package	Beginner	Working Knowledge	Advanced / Fluent
Word			
Excel			
Access			
PowerPoint			
AutoCAD			
Programming languages – state which			
Other – specify			

Language Skills (tick box that matches your level of proficiency)

Language	Beginner	Working knowledge	Fluent

Work experience (Please state if school work experience or part-time job. Include unpaid /voluntary work)
What skills did you use/enhance/acquire? What did you learn?

Organisation/Company	Main duties/position	Dates

Supporting Information

Practical Skills – What practical skills and experience will you be able to bring to your company? This may include experience from university, work, voluntary activities, sport or personal attributes which you believe will help in this application (approx 150 words)

Career/Future Plans – Why did you choose your degree course? What do you hope to do after graduation and why will a year out help in this? (approx 100 words)

Hobbies/Interests – or other relevant information – use this space to put any other information not covered elsewhere (approx 50-100 words)

Positions of Responsibility include school/university/work/clubs etc
(approx 50-100 words)

Which is your first choice 'Year in Industry' region? Please see notes on page 6 (Please circle ONE only)

South West of England East Midlands Eastern North Yorkshire
North West South London West Midlands
Wales Scotland Northern Ireland/Republic of Ireland

Where are you prepared to work? **Anywhere in the UK?** Yes / No
Anywhere in your first choice region? Yes / No
Are you prepared to move away from home? Yes / No

Term time commute Yes / No **Home address commute** Yes / No

Are there any particular companies you would like us to approach on your behalf? (Please give company name, address and contact name if known)

Disability Access

The Year in Industry wishes to encourage suitably qualified disabled people to apply for placements. The Disability Discrimination Act 1995 defines disability as a 'physical or mental impairment which has a substantial and long term adverse effect on the ability to carry out normal day-to-day activities' Based on this definition, do you consider yourself to have a disability? **Yes/ No**

If YES, please state the nature of your disability _____

If you have a disability, please indicate whether you would need any particular arrangements to be made, or support provided, if you were invited for an interview/offered a placement

What is your Ethnic Origin? (please circle) NB: This is not necessarily the same as your nationality or place of birth. The information is for statistical purposes only.

White Black Caribbean Black African Black Other
Indian Pakistani Bangladeshi Chinese
Other (please specify) _____

Where did you FIRST find out about The Year in Industry? (Please circle one main source of information)

Careers Fair/ Event Engineering Education Scheme Friend
Headstart Course Media Article (magazine/ newspaper) Search Engine
Tutor Presentation Careers Centre
Other (Please specify) _____

EVIDENCE OF ENTITLEMENT TO WORK IN THE UK

Name: _____ Registration number: _____

Please complete ONE of sections A, B, C and D and bring this form WITH YOUR PASSPORT and other required documents to the assessment day or send in verified copy of your passport.

I confirm that I am eligible to work in the UK and have provided **ORIGINAL COPIES** of all of the sufficient documentation: (Please tick the relevant boxes below)

Section A – British Citizens

- I have provided my British passport
- I do not have a passport but have provided my full birth certificate **AND** national insurance card

Section B – EEA/Swiss Citizens

The European Economic Area (EEA) comprises the following countries: **Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Republic of Ireland, Slovakia, Slovenia, Spain, Sweden and UK.** (For Bulgaria and Romania go to Section C)

I have provided **ONE** of the following:

- My passport
- My national identity card

Section C – A2 Citizens (Bulgaria and Romania)

- I have provided my passport

AND ONE of the following:

- I am authorised to work in the UK and have provided my blue registration certificate
- I am a student and have provided my yellow registration certificate **AND** a letter on **headed paper** from my UK university confirming that I will still be considered a student of the University when undertaking my placement year, and that the placement is **integral** to my course.

Section D – Non-EEA Citizens

If you are an undergraduate applicant currently studying at a university in the UK:

- I have provided my passport **AND**
- A letter on **headed paper** from my UK University confirming that I will still be considered a student of the University when undertaking my placement year, and that the placement is **integral** to my course.

This must be accompanied by your visa, which must not expire before the end of your placement year

Signed.....

Date.....

If you do not have documentary evidence or are unclear about your entitlement to work you should write to:
UKCISA, UK Council For International Student Affairs
9-17 St Alban's Place
London N1 0NX

www.ukcisa.org.uk (020) 7107 9922

Please note that The Year in Industry staff are not able to give you advice on these issues

NOTES

SCOTLAND AREA OFFICE

The Year in Industry
University of Strathclyde
Dept of Mechanical Engineering
Room M659, James Weir Building
75 Montrose Street
Glasgow, G1 1XJ

T 0141 548 4152
E Scotland@yini.org.uk

NORTHERN AREA OFFICE

Includes regions:
North West (Cheshire, Greater Manchester, Lancashire, Merseyside, Cumbria,)
Northern Ireland
North (Co. Durham, Northumberland, Tyne and Wear, Teesside)
Yorkshire (Yorkshire & Humberside)

The Year in Industry
Technology House
Salford University Business Park
Lissadel Street
Salford, M6 6AP

T 0161 278 2497
E Northern_Area@yini.org.uk

MIDLANDS AREA OFFICE

Includes regions:
East Midlands (Derbyshire, Leicestershire, Lincolnshire, Northamptonshire, Nottinghamshire)
West Midlands (Hereford & Worcester, Shropshire, Staffordshire, Warwickshire and West Midlands)

The Year in Industry
EEC Engineering
University of Birmingham
Birmingham, B15 2TT

T 0121 414 8116
E Midlands_Area@yini.org.uk

WALES AREA OFFICE

Use Midlands address and tel no.
E Wales@yini.org.uk

SOUTHERN AREA OFFICE

All areas not covered above
Includes regions:
South
Thames Valley
Eastern
London
Devon & Cornwall
West of England (Avon, Gloucestershire, Somerset, Wiltshire)

The Year in Industry
The University of Southampton
Southampton, SO17 1BJ

T 023 8059 2430
E Southern_Area@yini.org.uk

