**Oxford Economics Industrial Placement Application Form**

|  |  |  |
| --- | --- | --- |
| Office use only: | |  |
| Date received:  Received by:  Reviewed by:  Interview Y/N: | Contacted Y/N:  Date of interview:  Interviewers: | 4 Millbank, London,  SW1  Abbey House, St Aldates, Oxford OX1 1HB  recruitment@oxfordeconomics.com |

*PLEASE COMPLETE EACH SECTION IN FULL AND ALSO SEND A COVERING LETTER. NO CVS PLEASE.*

|  |  |  |  |
| --- | --- | --- | --- |
| Role applied for – please indicate with an X in the box below: | Tourism Economics Team – NI | City Services Consultancy – NI | Macro Consultancy Team – NI |
|  |  |  |

PERSONAL INFORMATION

|  |  |  |  |
| --- | --- | --- | --- |
| Family name: |  | First name: |  |
| **Contact address – Please give your term–time and home addresses:** | | | |
|  | | | |
| Contact telephone: |  | Mobile phone: |  |
| email: |  | Date of birth |  |

SUMMARY OF SKILLS, EXPERIENCE AND MOTIVATION

|  |
| --- |
| Please give a 50-word factual profile of yourself: |
|  |
|
|
|

COMPUTER SKILLS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Computer skills** *(put a ‘X’ in appropriate boxes):* | | | | | |
| 1. Word processing: |  | 2. Spreadsheets: |  | 3. Other (please specify) |  |
|  | | | | | |
|  | | | | | |

|  |
| --- |
| Explain here why you want to spend your industrial placement year at Oxford Economics. |
|  |

|  |  |  |
| --- | --- | --- |
| **Work Experience:** *Enter each post on a separate line with the* ***most recent first****; insert/delete extra rows if necessary.* *Please include part time and vacation employment as well as formal work experience* | | |
| Dates: | Organisation: | Job title, location.  *Please list: main responsibilities & achievements.* |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

WORK EXPERIENCE/EMPLOYMENT

EDUCATION: If invited to interview you will need to bring your certificates\university transcripts

|  |  |  |
| --- | --- | --- |
| **School Qualifications:** | | |
| Dates: | Name of school/college: | Qualifications **&** results: |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **University - modules studied and results, include current modules: (insert extra lines as necessary)** | | |
| Institution: |  | |
| Degree enrolled for and first year result: |  | |
| Dates: | Subject | Results if known: |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

REFERENCES:

|  |  |  |  |
| --- | --- | --- | --- |
| Please give names of two people who can provide references for you, one of whom should be your university tutor. Family members or friends are not appropriate referees. We will not contact the referees without your permission. | | | |
| **Name and address:** | | **Name and address:** | |
|  | |  | |
| **Email:** |  | **Email:** |  |
| **Telephone no.:** |  | **Telephone no.:** |  |
| **Relationship to you:** |  | **Relationship to you:** |  |

HEALTH INFORMATION:

|  |  |
| --- | --- |
| Oxford Economics strives to be an equal opportunities employer and will not discriminate on the grounds of disability. The following questions are posed to help us fulfil our responsibilities under the Disability Discrimination Act (DDA) which requires an employer to consider making reasonable adjustments to enable people with disabilities to work for us.  **You are not obliged to disclose a disability or any personal medical history at this stage of the recruitment process**. If you prefer not to answer these questions now, please leave the below boxes empty. | |
| As defined by the DDA, a disability is ‘a physical or mental impairment which has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities’.  Do you consider yourself to have a disability? |  |
| If relevant, please outline any requirements that may be necessary to enable you to attend an interview. |  |

OTHER INFORMATION:

|  |  |
| --- | --- |
| 1. Do you have an existing right to live and work in the UK? |  |
| 1. How many days sick leave have you taken in the last 12 months? |  |

**Declaration:**

I declare that to the best of my knowledge the information given in this application form is true and complete. I agree that the information contained in this form may be kept by Oxford Economics in computerised and paper form.

|  |  |
| --- | --- |
| Signature\*: |  |
| Date: |  |

\* You may just type your name here.

Please return this application form,along with a **covering letter to:**

Email: **recruitment@oxfordeconomics.com**

Application deadline: **30th November 2021.**