

# APPLICATION

## PERSONAL DETAILS

Title:

Surname:

First Name:

Preferred Name:

What is your marital status?

Date of Birth:

---

## CONTACT DETAILS

<u>Addresses:</u>	<b>Correspondence:</b>	_____	<b>Home:</b>	_____
		_____		_____
		_____		_____
		_____		_____

Dates available at correspondence address: **From** \_\_\_\_\_ **To** \_\_\_\_\_

<u>Telephone Numbers:</u>	<b>Home</b>	<b>Work</b>	<b>Mobile</b>
	_____	_____	_____

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



**NATIONALITY**

Do you require a work permit?    Yes  No

Nationality:

Do you have dual nationality status? Yes  No

Dual Nationality:

**OTHER DETAILS**

Do you have a current driving licence?    Yes  No

Do you have any criminal convictions (spent or unspent)?    Yes  No  *If yes, please give details:*

Do you have any special requirements if you are invited to attend for interview? Yes  No   
*If yes, please give details:*



Have you made a previous application to Henry Murray & Co?    Yes  No

*If yes, please give details:*

Do you have any connections with Henry Murray & Co clients/staff? Yes  No

*Please specify the name, (if relevant) and the nature of the relationship:*



**EQUAL OPPORTUNITIES**

Gender:    Male  Female     Ethnicity: \_\_\_\_\_

*Please note that we are required to carry out additional monitoring under the Fair Employment Act. Please indicate your community background.*

Religion: \_\_\_\_\_

**Other Religion:** \_\_\_\_\_

*If other, please specify*

Do you have a disability? Yes  No

*If so, please specify*

---

**SCHOOL EDUCATION**

Did you sit your school qualifications in the UK? Yes  No

---

**EXAMINATIONS**

GCSE Results

**Subject**

**Grade**

**Taken**

---

**SCHOOL DETAILS**

Please state the name of the school(s) where you took your A-levels or A-level equivalents.

**A-LEVELS/AS/HIGHER AND EQUIVALENT**

**A-Levels/AS/Higher and Equivalent qualifications**

Qualification Type	Subject	Grade	Taken	Attained at first attempt?	
_____	_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____	_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____	_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Are there any mitigating circumstances which you feel we should be aware of that affected your exam performance and prevented you from gaining your predicted grades? *(Please note that these circumstances will be subject to verification)*

Yes  No  If yes, please specify

---

### **DEGREE EDUCATION**

University Name:

Country:

Status:

Qualification Title:

Area of study:

Grade:

Start Date:

End Date:

Were your results affected by circumstances out of your control, for example, illness or bereavement?

Yes  No  If yes, please explain what happened.

---

### **YOUR SKILLS & RESPONSIBILITIES**

Language Skills

Language

General Fluency

Job related skills and qualifications

---

**Personal Drive**

Title of position

When did you take this position?

Length of time position was held

Were you elected for the position?

Society/Activity

---

Title of position

When did you take this position?

Length of time position was held

Were you elected for the position?

Society/Activity

---

Title of position

When did you take this position?

Length of time position was held

Were you elected for the position?

Society/Activity

---

**EMPLOYMENT HISTORY**

Employer

Location

Position

Employment Type

Position Type

Role/type of work undertaken:

Work undertaken in the last:

Duration of employment

*(Please detail further separately if required)*

---

Employer

Location

Position

Employment Type

Position Type

Role/type of work undertaken:

Work undertaken in the last:

Duration of employment

*(Please detail further separately if required)*

---

Employer

Location

Position

Employment Type

Position Type

Role/type of work undertaken:

Work undertaken in the last:

Duration of employment

*(Please detail further separately if required)*

---

**PERSONAL QUALITIES**

**Achievements** - *Please describe the most significant achievements (beyond the demands of your degree) you have attained over the last 3 years and how you accomplished these. Please feel free to refer to positions of responsibility already mentioned.*

---

**Teamwork** – *Please outline one recent example of working in a team and the role you played/difference you made to that team.*

**Teamwork** – *Please give a different example of leading a team recently and outline the contribution you made.*

---

**Career Motivation** – *From your research, please outline your understanding of, and key reasons for, applying to your chosen career preference(s).*

---

**Interest in our Firm** – *What are your reasons for wishing to join*

---

**Hobbies & Interests** – *Please describe your hobbies and major interests, how you spend your free time and the time commitment involved.*

**Is there anything else we need to know?**

---

**REFERENCES**

Type:

Name:

Position:

Organisation:

Address:



Telephone No:

E-mail Address:

---

Type:

Name:

Position:

Organisation:

Address:

Telephone No:

E-mail Address:

---

Can we contact them for a reference immediately? Yes  No