



**HEMSLEY ORRELL PARTNERSHIP**  
CONSULTING CIVIL & STRUCTURAL ENGINEERS

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## Application Form

To ensure your application genuinely reflects your abilities, we advise that you complete this application form clearly, neatly and as comprehensively as possible, specifying any areas of interest.

PLEASE COMPLETE IN BLOCK CAPITALS, USING BLACK INK  
*(If completing by hand).*

Interviews will take place at our offices, this will give you the opportunity to meet potential colleagues and talk to recent graduate recruits.

In all stages of our selection process we will inform you of our decisions as quickly as possible.

Hemsley Orrell is committed to equal opportunities in employment.

**Position applied for**Graduate Student Position Other **Applicant details**Surname Title First name(s) Permanent address Temporary/term address Postcode Postcode Telephone Telephone E-mail Dates at this address Nationality Place of birth Do you need a work permit to take up employment in the UK? Yes  No Do you hold a full driving licence? Yes  No Dates not available for interview **Previous applications**

Have you applied to us before?

Yes  Date of previous application  Result of previous application No **Activities and interests**

Describe any interests or activities recently pursued, outlining your contribution and the benefits you have gained. Mention any positions of responsibility held and any clubs or societies you have joined, showing your degree of involvement.

**Education**

**Secondary**

Name of school/ college	Subjects studied and level (e.g. GCSE/A/AS/Highers/IB etc) Give examination results with grades and year	Dates	
		From	To

**First degree** (if applicable)

Name of university/ college	Name of course	Main subjects with examination results or grades to date	Dates	
			From	To
	Degree (BEng/MEng)			
Grade/expected grade		Graduation date		

**Postgraduate qualifications**

MSc/MBA/PhD/Other		Dates	
Title/subject of course/thesis		From	To
Name of university/college			

**Awards**

Details of any awards/scholarships/prizes won at school/University including any sponsorship on degree course

**Courses**

Details of any special courses attended other than stated previously

Which course related activity has given you the greatest sense of achievement and why?

**Work experience**

Dates		Name of employer	Type of work, main activities and achievements Basic salary (also list any other benefits)
From	To		

Which aspects of this experience were most beneficial to you and why?

**Career choice**

Describe the main reasons behind your choice of career. Outline why you feel HOP can meet your career aspirations, indicate any particular fields of interest, and state why you believe you are suited to this area of work.

**Location preferences**

Do you have any restrictions on geographical mobility and/or a strong preference for a particular location? If so, please give details.

**Other information**

Please add any further information relevant to your application e.g. other qualifications/computing skills/language ability (please indicate proficiency)

**References**

Give two names, one of which must be from university/college.  
We will give prior notice of any approach made to your referees.

Name	<input style="width: 150px; height: 25px;" type="text"/>	Name	<input style="width: 150px; height: 25px;" type="text"/>
Occupation	<input style="width: 150px; height: 25px;" type="text"/>	Occupation	<input style="width: 150px; height: 25px;" type="text"/>
Address	<input style="width: 150px; height: 50px;" type="text"/>	Address	<input style="width: 150px; height: 50px;" type="text"/>
Telephone	<input style="width: 150px; height: 25px;" type="text"/>	Telephone	<input style="width: 150px; height: 25px;" type="text"/>
E-mail	<input style="width: 150px; height: 25px;" type="text"/>	E-mail	<input style="width: 150px; height: 25px;" type="text"/>

I confirm that, to the best of my knowledge and belief, the information provided above is complete and correct. I understand that omitting and misrepresenting any relevant facts may subsequently lead to my employment being refused or terminated.

In accordance with the Data Protection Act 1998, I agree to the company processing the information I have provided. I accept that this may include forwarding such information to other offices or to another company in the Group outside of the European Economic Area.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Thank you for completing this application form. Please return it to:

Jon Orrell  
Hemsley Orrell Partnership  
41 Church Rd  
Hove  
East Sussex  
BN3 2BE

e-mail: [bestjob@hop.uk.com](mailto:bestjob@hop.uk.com)

**Please visit our website at: [www.hop.uk.com](http://www.hop.uk.com)**