



HEMSLEY ORRELL PARTNERSHIP
CONSULTING CIVIL & STRUCTURAL ENGINEERS

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engs@hop.uk.com www.hop.uk.com

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
(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		
Name of university/college		From
		To

Awards

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

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Courses

Details of any special courses attended other than stated previously

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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.

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 type="text"/>	Name	<input type="text"/>
Occupation	<input type="text"/>	Occupation	<input type="text"/>
Address	<input type="text"/>	Address	<input type="text"/>
Telephone	<input type="text"/>	Telephone	<input type="text"/>
E-mail	<input type="text"/>	E-mail	<input 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:

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

e-mail: bestjob@hop.uk.com

Please visit our website at: www.hop.uk.com

EQUAL OPPORTUNITIES MONITORING FORM

Hemsley Orrell Partnership believes in equal opportunities. We want to make sure that we are an equal opportunities employer in practice, which is why we want to monitor our recruitment procedures. This form is separate from the application form. It will not form part of the selection process.

Please tick the appropriate boxes

Gender Male Female

What age group do you belong to?

18-25 26-35 36-45 46-55 over 56

Do you consider that you have a disability? Yes No

Do you have a disability as defined by the Disability Discrimination Act?

Yes No I don't know

How would you describe your nationality?

British English Scottish

Welsh Irish Other (please describe) _____

How would you describe your ethnic origin?

White/Mixed

White White & Black Caribbean White & Black African

White & Asian

Any other Mixed background (please describe) _____

Asian

Indian Pakistani Bangladeshi

Any other Asian background (please describe) _____

Black Caribbean African

Any other Black background (please describe) _____

Chinese Chinese

Any other ethnic group/background, please describe _____

Thank you for your help.