# Notes on completing the application form

The information you provide will support your application and help us find you a placement. Read and complete all relevant sections.

Decisions about who will be selected for a placement will be based on the information you give in your application form. Fill the form in as completely and as clearly as possible so we can consider everyone on the same basis.

**Personal details**

Please enter your personal details fully and accurately so that we can contact you easily and quickly.

**Emergency contact**

Please enter the details of someone we can contact in an emergency. We will use this information during a placement.

**Additional information about you**

We want to ensure that we make our placements available to people that would most benefit from the experience. This section will help us understand your background.

We want to know if you have any relatives or family friends in our organisation so that we can ensure that we place you, if appropriate, in a different department or with a different clinician.

**Qualifications**

We are interested in what qualifications you have and the courses you are studying. This is so we can be sure that the placement will best suit your needs.

**Preference for interest and why.**

You should give two areas you are interested in. If you want to be a doctor, this could be two medical specialties (e.g. cardiology). If you are interested in nursing, for example, this could be a type of nursing (e.g. renal) or in a specific area (e.g. on a ward).

**Personal Statement**

We want to know about you and what you’re interested in, so we can make your placement as useful and relevant as possible for you. In your answer you should talk about why you are interested in the placement and what you want to learn from it. Tell us about your future career plans and why you are interested in the NHS. We want to get to know you, so give examples of any interests, voluntary or paid work.

**Reference**

If you are attending a school or college ask a teacher or adviser to provide some information about your application, this could include what they think you might get from the placement, or future career plans.

If you do not attend school or college please ask someone who can act as your referee to explain why you are suitable for a placement.

**Finally**

Sign the form! And make sure your reference has signed it too.

Make sure you have read and understood the code of conduct and confidentiality agreement and sign those too.

Remember to spellcheck your application and give it another check for inaccuracies before you send it to us.

GOOD LUCK