



APPLICATION FORM

Please ensure that you carefully read **all** the information and questions in the application pack. **Do not leave any boxes blank.** If you feel a particular question does not apply to you please write 'Not applicable' in the box.

Please write **clearly and in black or blue ink** throughout the application form. It is acceptable to ask for some advice on the completion of the form however **this application must be all your own work.** Please ensure that all forms are handwritten and can be clearly understood. Illegible applications may be returned or rejected.

Do not rush to complete the form. Our advice is to put good thought into your answers. There are limited numbers of places on our Training scheme and therefore we only take on the most committed applicants.

Please return your application form to:

**CSTT
16th Floor
Tower Building
11 York Road
Waterloo
London
SE1 7NX**

When you return your application form please ensure you enclose **all** parts of the application form and all necessary supporting material (see tick boxes below)

Part 1	Personal Details	<input type="checkbox"/>
	Proof of right to residency	<input type="checkbox"/>
Part 2	Education and Interests	<input type="checkbox"/>
	Copies of ALL exam certificates	<input type="checkbox"/>
Part 3	Work Experience	<input type="checkbox"/>
Part 4	Supporting Statement	<input type="checkbox"/>
Part 5	Additional Information	<input type="checkbox"/>
Part 6	Monitoring Data	<input type="checkbox"/>
Part 7	Declaration	<input type="checkbox"/>
Part 8	School / College Reference	<input type="checkbox"/>

General Information

The following information is designed to help you complete the application form as effectively as possible.

Please provide details of the period within which you have resided in England to the nearest number of years. You will be required to provide evidence to support your right to residency in England. Such evidence could be one of the following documents:

a passport or passport of a parent in which you are named; national identity card; residence permit; registration certificate or document certifying or indicating permanent residence issued by the Home Office or the Border and Immigration Agency; permanent residence card; Biometric Immigration Document; travel document stating holder is exempt from immigration control;

or;

A document issued by a previous employer or Government agency (for example P45, P60, National Insurance number card) **plus** one of the following documents: an Immigration Status Document; full birth certificate or full adoption certificate; certificate of registration or naturalisation as a British citizen.

DO NOT SEND ORIGINAL DOCUMENTS. Please only send photocopies of relevant documents at this stage. However we will need to see original documents at interview stage should you be selected.

Section 1 - Personal Details

Please ensure that you answer all questions and do not leave any boxes blank. If you feel a particular question does not apply to you please write 'Not applicable' in the box.

It is important that we know your nearest railway / underground station as we aim to place all trainees within a one hour commute of their home.

Section 2 - Education and Interests

Please ensure that copies of all exam certificates are included with this application form. Your application will not be processed without these.

It is important we know any positions of responsibility you have been given along with your hobbies as these are of particular interest to prospective employers. These will be included in the CV that is circulated around the employers that we work with.

Section 3 - Work Experience

Please complete this section in date order, beginning with your most recent job and listing all work undertaken. You must include all previous employment, including periods of voluntary work, please continue on an additional sheet if necessary.

Please ensure that you give a detailed description of what you have done for each of these roles, as employers need to be aware of the experiences that you have had in the past and you should not assume that they will know this from the job title alone.

Section 4 - Supporting Statement

This is the most important section on the application form and must be completed fully. You may find it helpful to do a rough draft first making sure you have covered all the points requested.

For the question 'Why do you want to be a surveyor?' this should be approximately 150 to 200 words and ensure that you cover the following:

- Why you are interested in the profession
- Which type of surveying interests you
- How you have followed up this interest
- Your personal qualities and attributes that you feel will aid you in your future career

For the question 'Think of a construction project or a building that has been built in your area recently. Describe the involvement that you think a surveyor might have had in this?' this is your opportunity to tell us what you know about the work of a surveyor. You should focus on the type of surveyor that interests you.

For the rest of this section please answer all questions as honestly as possible.

Section 5 - Additional Information

This is for emergency purposes and should, therefore, be completed in full.

Section 6 - Monitoring

The information in this section is used for a variety of reasons. This information is confidential and will not be used for selection purposes.

To ensure that CSTT is able to offer any assistance required to an individual it is important that we are aware of any disability issues.

You must give details of any warnings, offences, convictions, cautions or bindovers you have, or any court cases pending. Under the Rehabilitation of Offenders Act 1974, you do not have to disclose information on spent convictions.

Section 7 - Declaration

Please read this section carefully before signing your application form.

Failure to sign this part of the form will disqualify your application from CSTT's process.

Section 8 - School or College Reference

We will not assess your application unless this section is completed. If you have not been in school or college for over two years, this reference needs to be completed by a current or most recent employer.

The next stage of the recruitment process

We aim to review all application forms within 6 weeks, and will advise if you have been successful or otherwise.

Use block letters in blue or black ink - DO NOT TYPE.

Section 1 - Personal Details

First Name

Last Name

Address

Postcode

Local Authority

Nearest Railway / Underground Station

Home Telephone

Mobile Telephone

E-mail

Date of Birth

National Insurance Number

Do you hold a valid driving licence Yes / No

Do you own or have access to a car for work purposes Yes / No

How long have you resided in England years

Section 2 - Education and Interests

Please list all schools/colleges attended since age 11:

From (mth/yr)	To (mth/yr)	School / College	Location

Have you previously undertaken any vocational training? If yes, please give details:

Please list all exams already taken **AND/OR** those you are due to take:
(you must enclose photocopies of any examination certificates you have)

Subject	Level GCSE, A-level, GNVQ, etc	Date of exam month/year	Grade Achieved A, B, C, etc	Predicted Grade

Exams, continued...

Subject	Level GCSE, A-level, GNVQ, etc	Date of exam month/year	Grade Achieved A, B, C, etc	Predicted Grade

Please detail any positions of responsibility you have held (e.g. school prefect):

Please detail any leisure activities or hobbies you have or are involved in:

Section 3 - Work Experience

Please detail all work experience you have undertaken, include paid & voluntary posts and work experience arranged by your school or college:

From (mth/yr)	To (mth/yr)	Employer	Location	FT/PT
Job Title & Description (Please provide details of your role, including tasks and duties undertaken)				
From (mth/yr)	To (mth/yr)	Employer	Location	FT/PT
Job Title & Description (Please provide details of your role, including tasks and duties undertaken)				
From (mth/yr)	To (mth/yr)	Employer	Location	FT/PT
Job Title & Description (Please provide details of your role, including tasks and duties undertaken)				

Section 4 - Supporting Statement

This is a crucial part of the application process please take time to complete the following questions.

Why do you want to be a Surveyor? (approx 150 to 200 words)

Think of a construction project or a building that has been built in your area recently. Describe the involvement that you think a Surveyor might have had in this? (Please use your own words and **DO NOT** copy from the Internet)

Why do you want to follow a day release learning route and why do you think this particular type of learning will be better for you?

CSTT is a charity and aims to help people who have a barrier that may prevent them accessing a career in Surveying.

We consider a range of barriers, please tick and give brief details which of these best describe your situation: (if you do not give brief details your application will not be accepted)

Financial Issues	<input type="checkbox"/>	_____
Family Issues	<input type="checkbox"/>	_____
Educational Issues	<input type="checkbox"/>	_____
Disability Issues	<input type="checkbox"/>	_____
Personal Issues	<input type="checkbox"/>	_____

If you have not achieved the minimum entry standards (GCSE grades A-C in English, Maths & Science) please outline why.

Even if you are successful at gaining a place with CSTT, we cannot guarantee applicants a job as the final decision rests with the employer. What other options are you considering?

Section 5 - Additional Information

Please give details of two next of kin (for emergency purposes only):

Name	<input type="text"/>	<input type="text"/>
Relationship to you	<input type="text"/>	<input type="text"/>
Address	<input type="text"/>	<input type="text"/>
Home Telephone	<input type="text"/>	<input type="text"/>
Work Telephone	<input type="text"/>	<input type="text"/>
Mobile Telephone	<input type="text"/>	<input type="text"/>

Please note that this information is for emergency purposes only, however parents/guardians will be invited to attend any interviews with CSTT should they so wish.

Section 6 - Monitoring Data

The Chartered Surveyors Training Trust is committed to equality of opportunity for all. To help us ensure we continue to meet this objective and to ensure that we target resources adequately in the future, please complete the following sections:

i) Ethnicity - choose one section from A to E, then tick the appropriate box to indicate your cultural background

A - White

- British
- Irish
- Any other (please detail) _____

B - Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other (please detail) _____

C - Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other (please detail) _____

D - Black or Black British

- Caribbean
- African
- Any other (please detail) _____

E - Chinese or other ethnic group

- Chinese
- Any other (please detail) _____

ii) Gender - please tick the appropriate box

Male Female

iii) Do you consider yourself to have a disability? Please tick which of these best describes your situation (this information will not be used to assess you in any way but will ensure that we give you adequate and appropriate support).

Dyslexia	<input type="checkbox"/>	Dyspraxia	<input type="checkbox"/>
Dyscalculia	<input type="checkbox"/>	Asperger syndrome	<input type="checkbox"/>
Mobility impairment	<input type="checkbox"/>	Hearing impairment	<input type="checkbox"/>
Visual impairment	<input type="checkbox"/>	Attention Deficit (Hyperactivity) Disorder	<input type="checkbox"/>
Other	_____		

iv) How did you hear about CSTT? Please tick and give details where necessary

Advertisement	<input type="checkbox"/>	Where?	_____
Careers Fair	<input type="checkbox"/>	Where?	_____
Connexions	<input type="checkbox"/>	Where?	_____
School Visit	<input type="checkbox"/>	Where?	_____
Employer	<input type="checkbox"/>	Who?	_____
Internet	<input type="checkbox"/>	Teacher / Lecturer	<input type="checkbox"/>
RICS	<input type="checkbox"/>	Word of mouth	<input type="checkbox"/>
Brochure	<input type="checkbox"/>	Other (please state)	_____

v) Have you previously applied to CSTT? If yes, please give details.

Do you (or have you ever had) have any criminal convictions? If yes, please give details.

Data Protection Declaration

Data Protection Act 1998 - The information you provide on this form may be passed to the Learning and Skills Council (the LSC). The LSC is responsible for funding and planning education and training for over 16-year-olds in England, and is registered under the Data Protection Act 1998. The information you provide may be shared with other organisations for the purpose of administration, careers and other guidance and statistical and research purposes. Other organisations with which your information may be shared include, the Department for Children, Schools and Families, the Department for Innovation, Universities and Skills, Connexions, Higher Education Statistics Agency, Higher Education Funding Council for England, educational institutions and organisations performing research and statistical work on behalf of the LSC or its partners. The LSC is also a co-financing organisation and uses European Social Funds from the European Union to directly or indirectly part-finance learning activities, helping develop employment by promoting employability, business spirit and equal opportunities, and investing in human resources. Further information about partner organisations and what they do, may be found at <http://www.lsc.gov.uk>, and by following the links to data protection.

At no time will your personal information be passed to organisations for marketing or sales purposes. From time to time apprentices are approached to take part in surveys by mail and phone, which are aimed at enabling the LSC and its partners to monitor performance, improve quality and plan future provision.

Tick this box if you do not wish to be contacted by the LSC or its partners in respect of surveys and research. The LSC values your views on the education or training which you receive, and will use these to help bring about improvements for learners aged over 16 in England.

The LSC or its partners may wish to contact you from time to time about courses, or learning opportunities relevant to you. Please tick here if you do not wish to be contacted about courses or learning opportunities by post.

The information that you provide in this form will be used to process your application. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process. If you are successful in your application and at interview then the information that you have provided us with, throughout the recruitment process, will be shared with employers and academic institutions.

Tick this box if you are happy for the information in this form to be shared with employers and academic institutions.

Section 7 - Declaration

I confirm that I have completed the form and that the information given is true. I understand that giving false or misleading information may lead to dismissal from CSTT and place of employment.

Name: _____

Signed: _____

Date: _____

PLEASE NOTE THAT INCOMPLETE APPLICATIONS (WITHOUT SCHOOL/COLLEGE REFERENCE OR COPIES OF CERTIFICATES), WILL BE RETURNED TO THE APPLICANT AND WILL NOT BE PROCESSED BY CSTT.

Section 8 - School or College Reference

Name of Applicant

Name and address of
School or College

Please comment on the Student's level of Competency for the following:

	Good	Average	Poor
Attendance			
Punctuality			
Communication			
Behaviour			
Maturity			
Motivation			
Team working skills			
Communication skills			
Problem Solving skills			
Negotiation skills			
Presentation skills			
Numeracy			
Literacy			

Do you believe in the accuracy of this application form?	
Do you believe this applicant is capable of achieving at higher education level? (i.e. University)	
Do you agree with the Students Grades as noted in Section 2 of this application form? If not, why not?	
Has this candidate ever been in difficulties at school or outside to your knowledge? (eg bullying, police etc)	

School/college stamp:

Signed & Dated

Name:

Position: