**Application for Student Placement**

**\*PLEASE COMPLETE ALL SECTIONS\***

\*To check a box, double click on box and select ‘checked’ under Default value\*

|  |  |  |
| --- | --- | --- |
| **PERSONAL INFORMATION** | | |
| Title: |  | |
| Full Name: |  | |
| Date of Birth: |  | |
| Home Address: |  | |
| University Residence Address (if different): |  | |
| Where will you be living during your placement? |  | |
| Mobile Number: |  | |
| Additional Phone Numbers: |  | |
| Email address: |  | |
| Nationality: |  | |
| Foreign Students only:  Do you require a visa to take a UK work placement? | Yes | No |
| Foreign Students only:  If you answered yes to the previous question, please provide full details of your visa, what restrictions apply (if any) and when it expires. |  | |
| Please check the box to confirm you understand that all placements with Cornucopia Events Limited are unpaid: | Understood | |
| **UNIVERSITY DETAILS** | | |
| University Name: |  | |
| Course Name: |  | |
| Placement Officer Name: |  | |
| Placement Officer Contact Number: |  | |
| Placement Officer Email Address: |  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SKILLS** | | | | |
| Please indicate your level of competency in the following: | | | | |
| **Microsoft Office** | **None** | **Beginner** | **Intermediate** | **Advanced** |
| Word |  |  |  |  |
| Excel |  |  |  |  |
| PowerPoint |  |  |  |  |
| Outlook |  |  |  |  |
| **Website Systems** | **None** | **Beginner** | **Intermediate** | **Advanced** |
| Standard |  |  |  |  |
| Content Management |  |  |  |  |
| e-Commerce |  |  |  |  |
| **Web Skills** | **None** | **Beginner** | **Intermediate** | **Advanced** |
| Dreamweaver |  |  |  |  |
| XHTML, HTML5, CSS |  |  |  |  |
| PHP |  |  |  |  |
| JavaScript / jQuery |  |  |  |  |
| MySQL |  |  |  |  |
| Flash AS2 / AS3 |  |  |  |  |
| Search Engine Optimisation (SEO) |  |  |  |  |
| **Graphic Skills** | **None** | **Beginner** | **Intermediate** | **Advanced** |
| Photoshop |  |  |  |  |
| InDesign |  |  |  |  |
| Fireworks |  |  |  |  |
| Illustrator |  |  |  |  |
| **Mobile Skills** | **None** | **Beginner** | **Intermediate** | **Advanced** |
| iOS |  |  |  |  |
| Android |  |  |  |  |
| **Video Skills** | **None** | **Beginner** | **Intermediate** | **Advanced** |
| Premiere Pro |  |  |  |  |
| Final Cut Pro |  |  |  |  |
| After Effects |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **EDUCATION & QUALIFICATIONS** | | | | | |
| Name and address of College / Sixth Form attended: | |  | | | |
| Subjects studied, qualifications obtained (i.e. A-Levels / Baccalauréat) and grades achieved: | | | | | |
| Subject: |  | Qualification: |  | Grade: |  |
| Subject: |  | Qualification: |  | Grade: |  |
| Subject: |  | Qualification: |  | Grade: |  |
| Subject: |  | Qualification: |  | Grade: |  |
| Subject: |  | Qualification: |  | Grade: |  |
| Name and address of Secondary School attended: | |  | | | |
| Subjects studied, qualifications obtained (i.e. GCSEs) and grades achieved: | | | | | |
| Subject: | *English Language* | Qualification: |  | Grade: |  |
| Subject: | *Mathematics* | Qualification: |  | Grade: |  |
| Subject: |  | Qualification: |  | Grade: |  |
| Subject: |  | Qualification: |  | Grade: |  |
| Subject: |  | Qualification: |  | Grade: |  |
| Subject: |  | Qualification: |  | Grade: |  |
| Subject: |  | Qualification: |  | Grade: |  |
| Subject: |  | Qualification: |  | Grade: |  |
| Subject: |  | Qualification: |  | Grade: |  |
| Subject: |  | Qualification: |  | Grade: |  |
| Subject: |  | Qualification: |  | Grade: |  |
| Subject: |  | Qualification: |  | Grade: |  |
| **ADDITIONAL INFORMATION** | | | | | |
| What are your hobbies and interests? | |  | | | |
| Are you a member of any clubs or societies at your university or elsewhere? If yes, please provide details. | |  | | | |
| Why are you interested in this placement? | |  | | | |
| Why should we choose you? | |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PLACEMENT DETAILS** | | | | |
| Which month and year are you looking to commence your 12-month placement? | Month: |  | Year: |  |
| Which position are you applying for? | Event Management | | IT | |
| When are you available to start? |  | | | |
| Do you have any restrictions on which days you can work Monday to Friday? If yes, please provide details. | Yes | | No | |
| Details: |  | | |
| Do you have any restrictions on what hours you can work Monday to Friday? If yes, please provide details. | Yes | | No | |
| Details: |  | | |
| Do you have any holidays or other fixed events planned for which you need to take time off? If yes, please provide details. | Yes | | No | |
| Details: |  | | |
| **DECLARATION** | | | | |
| **By signing this form you confirm that all the information you have provided is true in every respect.** | | | | |
| Signature (print or insert electronic signature): |  | | | |
| Date: |  | | | |
|  | | | | |
| **If you have any queries regarding this application form, please email** [**recruitment@cornucopia-events.co.uk**](mailto:recruitment@cornucopia-events.co.uk) **or call Mini Vohra on 0871 288 3965 / 0786 324 0513.**  **Please send your completed application form along with a copy of your CV and a brief covering message to** [**recruitment@cornucopia-events.co.uk**](mailto:recruitment@cornucopia-events.co.uk) **quoting either ‘IT Placement’ or ‘Event Management Placement’ in the email subject line.**  **What happens next?**  Due to the number of applications received, it is not possible to respond to all applicants individually. Therefore we will only contact you if we would like to progress your application. Typically applicants will have a telephone interview in the first instance with preferred applicants going on to have a face-to-face interview. Successful applicants will receive details of their placement offer in writing by email or letter. | | | | |