

## **GUIDANCE NOTES FOR COMPLETING THE BSc (HONS) IN PSYCHOLOGICAL TRAUMA STUDIES APPLICATION FORM**

Complete all sections of the application form in **BLOCK CAPITALS** (black ink or type). Failure to complete a section of the application form or failure to legibly complete the form may mean your application will not be processed.

**Note:** It is the responsibility of the applicant to ensure the form arrives before the closing date. Incorrect postage is not an excuse for late arrival.

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- **SECTION 1 - PERSONAL DETAILS**

Please ensure that your first name(s) are given in full and as stated on your Birth Certificate. The correspondence address which you provide on your application form will be the address we will use to communicate with you. If your address changes during the application process you must **notify us in writing** immediately. The School will not be responsible for your failure to communicate this information.

- **SECTION 2/3 - EDUCATIONAL/PROFESSIONAL QUALIFICATIONS AND INSTITUTES ATTENDED**

List details of all your educational/professional qualifications in full. If you have been educated outside the UK or Republic of Ireland, please enclose photocopies (and translation to English if applicable) of your educational certificates. Please do not send originals.

If you are invited to attend the open day for this programme you will be required to present all relevant original documentation. The open day will be held on Thursday, 7<sup>th</sup> September 2017.

- **SECTION 4 - EMPLOYMENT HISTORY**

If you have been employed, give details of your employment history beginning with your most recent position indicating whether the position was full or part-time. Please note that a full sequential record is required. You must account for all gaps. Continue on a separate sheet if necessary.

- **SECTION 5 - REFEREES**

You should provide the names and addresses of 2 persons who have agreed to act as referees on your behalf. These persons must not be relatives, friends or neighbours and their knowledge of you must have been within the last 2 years. They should be people who know you in an academic, and where relevant, a working capacity. Your 1<sup>st</sup> referee must be someone who can provide an academic reference such as Principal/Head of Department if you are at or have recently left School, College or University. Both referees should be able to comment objectively on your character and suitability to undertake the programme. If you have previously studied a healthcare related course, one reference should be able to comment on your performance in that field. **The School reserves the right to make direct contact with your referee**

- **SECTION 6 - DECLARATION AND SIGNATURE OF APPLICANT**

Read the declaration carefully before signing and dating your application form.

**This section of the application form must be completed. Failure to complete this section may result in non-acceptance of your application.**