



Graduate Application Form

Information for applicants

The decision to invite you to an interview will be based on the information you provide on this form, so please complete it fully and accurately. We are unable to consider applicants who hold or require work permits. Please return this form to us directly or through your Careers Service.

Which scheme are you applying for? _____

Personal details

Surname (block capitals) _____

Forenames (block capitals) _____

Title Miss Mrs Ms Mr Dr Date of birth _____

Permanent Address

Present term Address

Telephone _____

Telephone _____

Dates at this address _____

Dates at this address _____

Mobile _____

Dates when NOT available for interview _____

Source of application (please tick relevant boxes)

- | | | |
|---|---|---|
| <input type="checkbox"/> GET | <input type="checkbox"/> Careers Advisory Service | <input type="checkbox"/> National Press |
| <input type="checkbox"/> Prospects | <input type="checkbox"/> Careers fairs | <input type="checkbox"/> Internet |
| <input type="checkbox"/> Specialist publication | <input type="checkbox"/> Friend/relative | <input type="checkbox"/> Other (please specify) _____ |

Are you an internal or an external applicant

References

Please give the names and address of two referees whom we may approach if necessary. One should be an academic referee; the other should be a past or present employer, or a character referee who is neither a relative nor a friend but who knows you well. References will only be taken up if we have offered you a position on one of the Development Schemes.

First referee (Academic)

Name _____

Occupation _____

Address _____

Second referee (Employer or Character)

Name _____

Occupation _____

Address _____

Postcode _____

Postcode _____

Telephone _____

Telephone _____

Secondary education (including part-time education)

Further education

| | | | |
|-----------------|--|---|-----------------------------|
| Dates: From/to | Where studied | Degree (<i>state title, subject and whether with honours</i>) | Class achieved or predicted |
| | | | |
| | | | |
| | | | |
| | | | |
| Academic years | Main and subsidiary subjects (<i>give details of any course projects undertaken and prizes received</i>) | | |
| Year 1 | | | |
| Year 2 | | | |
| Year 3 | | | |
| Year 4 | | | |
| Placement/other | | | |
| Dates: From/to | Where studied | Other Diplomas/Postgraduate courses | Class achieved or predicted |
| | | | |
| | | | |
| | | | |
| | | | |

Work experience

Please list your work experience. Include sandwich placements, vacation and part-time working, significant periods of unemployment, and any voluntary work or time spent in a family business.

Skills

At each stage of the selection process, we look for evidence that you have developed, or have the potential to develop, a series of key competencies, behaviours or skills. The following sections cover some of the skills required. Please provide examples from every area of your life – your degree work, paid or voluntary work experience, travel, interests and activities – to illustrate how you can demonstrate these skills.

Communication skills – definition: you should be able to state your case convincingly, negotiate effectively and influence other people.

Describe when you had to persuade someone to accept a difficult decision or situation. How did you go about it and what was the outcome?

Teamwork – definition: working co-operatively, encouraging involvement and sharing ideas.

Describe an occasion when you have contributed successfully to a team you have been involved in.

Flexibility and adaptability – definition: you should respond positively to change, embrace new challenges and build on other people's ideas to solve problems.

Give an example of a problem or challenge you faced, and explain how you adapted your own views or preferences to overcome it.

What is your understanding of the key issues facing London Underground over the next few years?

Give an example of your greatest skill. How do you demonstrate it?

What are your personal development needs and how will they be met on the Development Scheme?

Other information

Please add any information in support of your application that you feel is not covered elsewhere.

Have you ever been convicted of a criminal offence (discounting spent convictions under the Rehabilitation of Offenders Act 1974)? Yes No

Yes No

Are there currently any outstanding charges against you? Yes No

If yes, please detail on a separate sheet.

Medical conditions

For safety reasons, some Development Schemes require certain medical standards.

Do you suffer, or have you suffered, from any of the following?
Giddiness Headache Fainting Dizziness Nausea

Colour blindness Heart trouble Epilepsy Diabetes Not applicable (please tick the relevant box)

Please state any other illness or medication which may be relevant to this application.

Equal opportunities information

The Disability Discrimination Act 1995 and the Disability (Employment) Regulations 1996 are designed to:

- protect disabled people from discrimination in the field of employment
- protect people who no longer have a disability but had one in the past
- replace the 1944 Disabled Persons (Employment) Act.

To be protected against discrimination under the Act, individuals must either have, or have had, a disability. A person has a disability if:

- he or she has a physical or mental impairment
- the impairment has an adverse effect on his/her ability to carry out day-to-day activities
- the effect is long term.

London Underground is committed to equality for all its employees, and especially to the elimination of unfair and unlawful discrimination. To enable us to fulfil our responsibilities under the Race Relations Act, Sex Discrimination Act and Discrimination Act, it would be very helpful if you could complete the questions below. The information that you provide will be used for monitoring purposes only.

Disability questionnaire

Do you consider yourself to have a disability under the Disability Discrimination Act 1995?

Yes No If yes, please indicate briefly the nature of your disability _____

If you are appointed to this post, do you feel that any special aids or equipment would be required to take account of your disability? Please give details _____

Ethnic origin

(Please note, ethnic origin is not necessarily nationality; a UK citizen could belong to any of the groups below.)

Please indicate clearly which classification is most suited to you.

Black Caribbean African Other (please specify) _____

Asian Indian Pakistani Bangladeshi South East Asian
Other (please specify) _____

White UK (excluding N Ireland) Northern Ireland Eire Other European
Other (please specify) _____

If none of the above applies, please specify your origin _____

Do you require a work permit to take up employment in the UK? Yes No

Declaration

I declare that the information given on this application form is correct, and I understand that I may be required to produce proof of identity and qualifications before joining the company.

Please ensure that you have completed all sections of this application form before you sign it.

Signed _____ Date _____

Thank you for taking the time to fill in this form. Please send it to:

**Infraco Sub-Surface Limited. 7th Floor Chancery House,
53-64 Chancery Lane, London WC2A 1QS. Quoting reference number 24565**

GUIDANCE NOTES FOR COMPLETING A INFRACO SUB-SURFACE LIMITED GRADUATE SKILLS BASED APPLICATION FORM

The information provided on this sheet will hopefully provide some key points for you to consider before commencing your application. An application form is the first and very crucial part of any selection process; what you say on the form and how you say it will determine whether or not you are invited to the next stage of the recruitment process.

Before you begin, think about

- What are your career plans?
- Why are you applying to London Underground Ltd?
- What interests you about our business and what added value will you bring to it?

Our selection process concentrates on you as an individual. We need to know about the things that you have done, what you are good at and enjoy doing, achievements both personal and academic that you are proud of and things you were praised for. List the skills, knowledge and experience you needed to achieve these things.

The Application Form: Your application provides all the information about you on which the assessors will make a decision as to your suitability to attend the next stage of selection. Your form must be complete, providing all the facts and information on which decisions can be made. Remember we will not assume any information.

The Skill questions: Skills and behaviour-based assessment concentrates on getting facts concerning specific examples of your past and present behaviour to demonstrate particular skills or attributes. It is neither concerned with your opinions, nor hypothetical or theoretical examples. Always read the question a few times to understand fully what we are asking for and refer to our brochure for competence definitions.

In your responses to competence questions, make clear what your own contributions were. Write about your role, how it was carried out, what decisions you had to make and why. Examples can be found in work experience, academic studies, placements and so on, or from events and achievements elsewhere in your life.

Always: Be concise, relate what you actually did, describe your actions and be precise about your personal behaviour, contribution or involvement. Try to provide a conclusion; what was the result or outcome of the situation/problem? Try to avoid generalisations and too much "scene setting". Select your best or most positive examples to demonstrate your skills.

Some useful suggestions:

- Remember our first and only impression of you is your application form.
- Complete your application carefully; photocopy the form and complete an initial draft.
- Have available for reference: an up to date Curriculum Vitae, the details of the scheme to which you are applying, and general information on our organisation.
- Try to avoid any unnecessary gaps in the information you provide – is it legible?
- Check your draft copy, preferably with another person – does it make sense? Keep a copy for your own reference.
- Use the advice and guidance available at your Careers Advisory Service.
- Please do not send us a CV, but focus on the application form.

If you are not sure whether your degree is applicable or relevant, please feel free to give our Graduate Team a call on 0845 3000 792. Thank you for applying to Infraco Sub-Surface Limited and we look forward to receiving your application.