

# The Royal Veterinary College Clinical Training Scholar Application Form

Prior to completing this form please:

- refer to the College's Postgraduate Prospectus  
The requirements and documentation necessary for applications for Clinical Training Scholarships differ slightly from those in the Postgraduate Prospectus. CTS applicants should prepare their application according to the guidelines provided in this document.
- read the further details document relevant to their chosen CTS programme.

Please complete this form in typescript or black ink and send it to Human Resources at the address provided.

## Personal Details

Title	First Name(s)	Surname/Family Name
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Contact address

		Country
Day time tel no	Evening tel no	Mobile tel no
E mail address		Previous surname ( <i>if applicable</i> )

Permanent address (*if different from contact*)

		Country
Tel no		

## Proposed Programme of Study

Date of admission ( <i>month year</i> )	Clinical training scholar programme to which you are applying	Reference Num:
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## Education

Please give details of qualifications obtained and those you expect to obtain before beginning the programme for which you are applying. If you have a non-UK qualification, please state the full original title of the course (do not attempt to give the English equivalent) and provide a copy of the degree certificate and a certified academic transcript.

### University/College Education – first degree/diploma and higher degree/diploma

- If you have not yet obtained the qualification, please give a summary of marks achieved to date and expected result
- If your qualification is other than a university/college degree or diploma, please state the following on a separate sheet: entry qualifications, length of course, syllabus

If you require more space please provide additional details on a separate sheet

Name of institution	Country of institution	Title/Field of study	Qualification (eg. BVetMed BSc)	Summary of marks achieved so far*	Results expected /obtained	Date(s)

\* if you have not completed the course

### Professional/Other Relevant Qualifications

Title of qualification	Name of awarding body	Date(s)	Grade/Level

## Language

What is your first language?

If English is not your first language and you have taken an English language examination (see Notes for Guidance in the Postgraduate prospectus), please give details.

Date	Title (e.g. IELTS)	Score

## Employment Details (where applicable)

Give details (with dates) of any relevant work experience.

Practice/institution	Position held	Date(s)

## Continuing Professional Development/Postgraduate Experience

Please list any courses, seminars or lectures attended which are relevant to the programme of study for which you are applying.

## Publications

Please list any scientific publications you have written or been involved in, if applicable.

## **Presentations**

Please list any scientific presentations you have undertaken or been involved in, if applicable.

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## **Projects**

Please list any scientific projects you have undertaken or been involved in, if applicable.

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## **Additional Information**

Please give details of any additional information in support of your application (note, you may wish to incorporate this section into your Letter of Intent – see page 5). For example, details here could include information about any relevant work experience (not mentioned the Employment Details section) that you may have undertaken or any other information which you feel may support your application.

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## Hobbies and Interests/Other Achievements

Please give details of any extra-curricular hobbies or interests that you may have.

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## Letter of Intent (information in support of your application)

Please provide a letter (on a separate piece of paper) indicating your reasons for wishing to undertake the course and the relevance to your future plans

**The College will not accept applications which do not include this information**

## Referees

Each candidate **must** provide letters of recommendation from **2** referees. It is the applicant's responsibility to ensure that these letters will be received **by the closing date for applications** (see note on page 7 about email submission of letters). The current employer need **not** be one of the referees if the applicant so wishes.

Name	Name
Position	Position
Address	Address
E mail address	E mail address
Tel no	Tel no

## Fee Status

To assist us in assessing your fee status, please provide the following information.  
We may need to request further details if we cannot initially establish your status.

What do you expect your fee status to be? (please tick)      Home       EU       Overseas

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Country of birth

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Country of permanent residence

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## Nationality

### What is your nationality?

If you are not an EU citizen but either of your parents or your spouse is, please tick here

In which country are you currently living?

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If you are not a UK national but are permanently resident here, has the Home Office granted you any of the following?

- Right of abode
- Indefinite leave to remain
- Exceptional leave to remain
- Refugee status

If you have been awarded any of the above, please include proof of the status granted.

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If you are a national of the EU (including the UK) or have the right to live in an EU country, but have lived outside the EU for any period in the last five years (other than holidays), please give details:

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## How did you find out about the Royal Veterinary College?

Please let us know how you first found out about postgraduate study at the RVC.

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- RVC postgraduate prospectus
  - A directory of postgraduate courses (*please state title or web address*) \_\_\_\_\_
  - An advertisement (*please state which publication*) \_\_\_\_\_
  - Your university
  - Recommendation from a friend/teacher/colleague
  - Other (*please specify*) \_\_\_\_\_
-

## Declaration

I confirm that the statements made by me on this form are correct. Should any of the above statements prove to be incorrect the College reserves the right to withdraw any offer made or cancel any subsequent registration.

The Royal Veterinary College will use the information given by you to assess your application and for statistical purposes, for example to analyse applications by gender, ethnic origin or disability. The College retains information about applicants for a maximum of 12 months. Application forms for successful candidates are retained on their student files.

Signature	Date
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**Completed forms should be returned to Human Resources at the address below:**

**Human Resources  
The Royal Veterinary College  
Hawkshead Lane  
North Mymms, Herts AL9 7TA  
E: [jobs@rvc.ac.uk](mailto:jobs@rvc.ac.uk)**

### Applicant's check list (tick boxes)

- Letter of intent
- Two confidential references requested to be sent by the closing date for applications\*
- Copies of degree and any postgraduate certificates
- Certified transcript of undergraduate degree

\* The referee should send the letter of recommendation to Recruitment, Human Resources. To save time, letters sent by email to the email address above are acceptable as long as they come directly from the referees email address – if the letters are sent by email, a hard copy is not required.

Please **do not** submit a Curriculum Vitae (CV) with your application. Please ensure you complete the application form as fully as possible, providing as much relevant information within the sections detailed in the form – you should ensure that your name is clearly visible on any extra documentation/paper submitted.

You will also be required to be registered with the Royal College of Veterinary Surgeons and will be responsible for ensuring that you are registered and for paying the annual registration fee.

### Non-UK applicants should also provide:

- Certified translation of non-UK transcript
- English Language test result   
*(this can be provided at a later date, see prospectus)*

## Equal Opportunities Monitoring

The Royal Veterinary College welcomes applications from all persons of the requisite standard whether resident in the UK or elsewhere. No disadvantage shall be imposed on the grounds of ethnic origin, social or political beliefs, sexual orientation, religious beliefs, gender or disability.

The information given here will not affect the outcome of your application and will not be seen by those responsible for the selection process.

### Personal Details

First name:	Surname/title:	
Date of birth:	Sex:	Male/Female
Marital Status:		
Application for Scholarship in:		Reference number:

### Ethnicity

In order to make our equal opportunities policy effective; please tick the box below that is appropriate to you:

Asian (or Asian British)	Black (or Black British)	Mixed	White
<input type="checkbox"/> Indian	<input type="checkbox"/> Caribbean	<input type="checkbox"/> White and Black Caribbean	<input type="checkbox"/> British
<input type="checkbox"/> Pakistani	<input type="checkbox"/> African	<input type="checkbox"/> White and Black Asian	<input type="checkbox"/> Irish
<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Other black background	<input type="checkbox"/> White and Asian	<input type="checkbox"/> Other white
<input type="checkbox"/> Chinese		<input type="checkbox"/> Other mixed background	
<input type="checkbox"/> Other Asian background			

I do not wish to say

### Disabilities

It is helpful for us to know about the nature of any disability in order for us to ascertain whether reasonable adjustments can be made to facilities to meet scholars' special needs. Applicants with disabilities are encouraged to contact the Student Disability Officer (contact details in prospectus) for further information.

If you are registered disabled with the UK Department of Education & Employment please tick here

Please tick the box(es) below which apply to you:

- I do not have a disability nor am I aware of any additional support requirements in study or accommodation
- I have dyslexia
- I am blind/partially blind
- I am deaf/have hearing impairment needs
- I am a wheelchair user/have mobility difficulties
- I have mental health difficulties
- I have an unseen disability e.g. diabetes/asthma
- I have a disability not listed above (*please specify*) \_\_\_\_\_

I do not wish to say

### Criminal Convictions

If you have been convicted of a criminal offence you are required to declare this by indicating yes below, excluding a motoring offence for which a fine and/or a maximum of three penalty points were imposed or spent sentences.

Do you have any criminal convictions? No  Yes

# The Royal Veterinary College Clinical Training Scholar Application Form

## Section 1

To be completed by the applicant prior to forwarding to the referee.

Surname/Family Name	Previous surname (if applicable)
First Name(s)	Title
Programme applying for	
Deadline for submission of letters of recommendation	

## Section 2

The student named above is applying for a clinical training scholarship at The Royal Veterinary College. We would be most grateful to receive your opinion of the candidate's suitability for admission to the proposed programme of study.

Please supply your reference on headed paper using the points below as a guide.

**The referee should send the letter of recommendation to Recruitment, Human Resources. Letters sent by email to the address below are acceptable as long as they are sent directly from the referees email address – if letters are sent by email, a hard copy is not required.**

**Thank you very much for your assistance.**

Points to include:

1. Full name of applicant
2. Other relevant information (eg. the length of time you have known the applicant and in what capacity)
3. Clinical skills and aptitude
4. Team work and interpersonal/communication skills
5. Initiative and ability to work independently
6. Receptiveness towards guidance
7. Intellectual qualities (*eg. Critical thinking, problem solving ability, present performance, future potential*)
8. Interests and future plans
9. Suitability of chosen programme
10. Your signature
11. Your title, name and position

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