

BIO2WORK Graduate Employability Programme Application Form



All applicants are required to complete the application form in full. **Please hand write in black ink.**

Personal Details:

Surname	Forenames	Title
Address		
Telephone number	Mobile	
Email	Date of birth	

Correspondence Address (if different):

Address		
Telephone number	Mobile	

Where did you hear about bio2work?

--

Eligibility:

Please confirm, at the time of submission, that you fall into the following categories:

- You have completed your first degree or post doctoral degree within the last three years
- You must be seeking employment in Yorkshire & Humber Life science Industry

Please indicate your employment status:

- Unemployed or in temporary work
- Employed in the bioscience sector in a non-graduate level position
- Employed in a different sector

Additional Information:

--





Education and qualifications (Secondary and higher education only is required)

Establishment	From to	Qualifications and subjects	Class of award	Awarding Body	Date of award

Training courses

Please give details of any non-qualification training courses recently undertaken, relevant to the application

Duration	Title	Brief details

Employment/Voluntary Experience

Please start with the most recent employment including details of any relevant unpaid voluntary work

Employer	Post, brief description of duties and reason for leaving	Full-time/ part-time	Date From	To	Salary and grade





Additional Information

Please state which part of the bio science sector you are most interested in

Please use this space to tell us more about why you would be an ideal candidate for the bio2work programme, Please do include why you are seeking work in Yorkshire & Humber - (Continuation sheets will not be accepted in support of your application):





References

Please provide the names of two referees, one of which could be your university tutor. Please use BLOCK CAPITALS and give all addresses in full with fax/e-mail details if possible.

An offer of a place on the bio2work programme will not be confirmed without the receipt of references which are satisfactory to SYBEN.

University tutor (if applicable)

Name

Address

Telephone number

Post/Title

Please indicate whether a reference may be obtained prior to interview
– tick as appropriate

Yes

No

Additional referee

Name

Address

Telephone number

Post/Title

Please indicate whether a reference may be obtained prior to interview
– tick as appropriate

Yes

No

I confirm that the information given in this application is correct

Signature:

Date:

This application form should be returned to:

**bio2work, SYBEN, The Sheffield Bioincubator, 40 Leavygreave Road, Sheffield S3 7RD
Deadline for applications is 10th November 2006**





BIO2WORK Graduate Employability Programme Guidance for Applicants

Please read through this information carefully before completing the application form

TIMESCALE:

- The closing date for applications is 10th November 2006
- Interviews will be held weeks commencing 27th November and 11th December 2006
- Programme will be delivered in January - February 2007

QUALIFICATIONS:

- You must have a graduate or postgraduate qualification in a relevant bioscience discipline from any UK academic institution completed within the last 3 years
- There is no minimum degree qualification

ASSESSMENT CRITERIA:

Places are limited to 25 and will be allocated according to the criteria below. At the time of application:

- You must be keen to enter the bioscience industry, in a bench or business role
- You must be seeking employment within the Yorkshire & Humberside region
- You must be interested in one of the key themes of the course
 - Biotech/ Pharmaceutical
 - Environmental biotechnology
 - Biomaterials/tissue engineering/medical device
- At the time when the application form is submitted you should be either:
 - Unemployed or in temporary work
 - Employed in the bioscience sector in a non-graduate level position
 - Employed in a different sector

The key qualities that we are looking for are self-motivation, genuine enthusiasm for the bioscience sector and a desire to succeed.

COMPLETING THE FORM:

Please complete the application form in your own handwriting, in black ink. All applicants are required to complete the enclosed form in full as this will aid the shortlisting and selection process. Incomplete application forms will not be considered. Please also ensure that the Equal Opportunities Application Monitoring page is completed and returned with your application form, by the closing date.



**ACKNOWLEDGEMENT:**

Receipt of your application will not be acknowledged unless a stamped addressed envelope is enclosed with your application form. If you have been successful we will contact you once **all applications have been processed**. Shortlisted candidates will be invited to attend an interview and unsuccessful candidates will be notified by post.

INTERVIEW PROCEEDURE:

If your skills and experience are relevant, you will be invited to attend an interview so we can find out more about you, your interests and aspirations. The interview will be held at central location with course deliverers which may also include representatives from local bioscience and healthcare companies.

DISABILITY DISCRIMINATION ACT 1995:

We welcome applications from people with disabilities. If you are selected to attend for interview you will be invited to indicate any special facilities or arrangements that you may require to assist you during the selection process. There will also be an opportunity at the interview to discuss any adjustments that may be required to enable you to participate in the programme.

DATA PROTECTION:

We are required under the Data Protection Act (1984) to inform you that details of your name, address and the post applied for will be held on computer to facilitate the selection process and that information you provide on the Equal Opportunities Monitoring page will also be held in order to monitor the effectiveness of our policies.

Please return the completed application form to:

bio2work
SYBEN
C/o The Sheffield Bioincubator
40 Leavygreave road
Sheffield
S3 7RD

Telephone/Fax 0114 272 9219

WE LOOK FORWARD TO HEARING FROM YOU!

