**APPLICATION FORM**

***To be completed by the candidate.*** *This form, when completed, must be emailed to the Institute for Transport Studies (ITS) at the University of Leeds by 1st June 2017 – email:* *courses@its.leeds.ac.uk**. Direct submissions to Rees Jeffreys from applicants are not accepted. It is the applicant’s responsibility to ensure that ALL the information requested is provided and is correct. The Trustees reserve the right not to consider applications that are incomplete.*

*Applications will be considered by the Institute for Transport Studies shortly after the 1st June, those shortlisted (up to 5 nominations permitted per University) will be supported with a recommendation statement – you should therefore submit your application to ITS by 1st June with the ‘recommendation for award’ section blank. Shortlisted candidates will be forwarded to Rees Jeffreys by ITS prior to their deadline of 30 June 2017.*

Full Name: (Mr/Mrs/Ms)

Name of University:

Dept for Masters Course:

Date of birth:

Home address:

Nationality:

If not British, do you have long-term UK residential rights? Yes/No

Please provide details of your previous University education:

 University:

 Course:

 Degree awarded (class):

 Special awards, commendations etc

 Period of attendance:

 Year and Month degree awarded:

Please list your A levels and grades:

…………………………….….……Grade: ….. …….…………….…………………Grade: …..

…………………………….….……Grade: ….. …….…………….…………………Grade: …..

(Please list any other degrees/qualifications on a separate sheet)

Please provide details of membership of professional institutions (if any):

Are you currently employed, and/or were you employed during your undergraduate studies, and/or have you previously been employed? Yes/No

If "yes", please provide information on the last three employed posts you have held, including part time, vacation or sandwich jobs. If you have held less than three, please complete for as many as you have held.

**Most recent job** Employer: …………….

Your position and job function:

Dates of employment from/to:

Current /leaving salary (£s per year)

**Second most recent job** Employer:

Your position and job function

Dates of employment, from/to:

Leaving salary (£s per year)

**Third most recent job** Employer:

Your position and job function:

Dates of employment, from/to:

Leaving salary (£s per year)

Have you secured any other sources of funding for your planned year of study? Yes/No

If "yes", please give details of source and value

Do you have any outstanding applications for financial support for your study year? Yes/No

If ”yes”, please give details

**Personal Statement**

On a separate sheet, **in no more than 500 words**, explain why you wish to study for a Masters in transport on this particular course, and outline your career plans on completion of the course.

**Financial Statement**

On another separate sheet, please

* provide a budget for your expected expenditure while studying
* provide a statement identifying all your planned sources of funding, including loans, earned income, support from your family, awards and any others.
* explain, **in no more than 200 words**, why receipt of a Rees Jeffreys bursary would be critical to your ability to pursue the Masters course as planned.

**Reporting**

To conform with the requirements under which some funds have been donated, it might be necessary to request successful applicants to:

1. submit a written financial and narrative report on the use of the funds granted.
2. confirm that they will not use any of the Bursary funds to make any donations to third parties.

**Undertaking**

I confirm that all the information given on this form is correct, and that if awarded a bursary I will provide the information specified under “Reporting” immediately on receipt of a request from the Trustees.

Signed: Date………………………

**RECOMMENDATION FOR AWARD**

***To be completed by University Head of Department or Course Supervisor and returned with the candidate's completed application form to******the Secretary, Rees Jeffreys Road Fund, by 30th June 2017.***

***The full set of application documents must submitted in digital, pdf, format to*** brianmurrell@reesjeffreys.co.uk***. In addition, the originals of the signed application and recommendation forms must be submitted in hard copy by post to Brian Murrell, 7, The Grove, Ickenham, Uxbridge, Middlesex UB10 8QH to arrive by 30th June 2017.***

***It is essential that all the information requested is provided in the form specified, and is included in the digital versions. The Trustees reserve the right not to consider any application that is incomplete in any way or which does not conform fully with their stated requirements and the application documents.***

University

Your name:

Your position:

Recommended candidate:

The intended course:

Please provide details of any other funding for which an application has been lodged by this applicant, together with the decision, where known:

Please provide in no more than 500 words a statement of the principal reasons why this candidate has been selected for recommendation.

**Undertaking**

I confirm that:

* the intended course is a one year, full time, Masters course with award of the degree by examination.
* to the best of my knowledge, the information provided by the candidate and above is correct.
* I have personally interviewed the recommended candidate and judge him/her to strongly merit consideration for the award of a Rees Jeffreys Road Fund Bursary.

Signed: Date………………………