

Work Experience Application Form – 2019

The Gurdon Institute's Work Experience Programme 2019 is part of the [University of Cambridge's Widening Participation programme](#). Our aim is to enable students with an interest in pursuing a career or higher education in science to get first-hand knowledge of an academic research environment when they may not ordinarily have the opportunity to do so.

This programme will offer a diverse and interesting experience for students. Successful applicants will spend time in a lab and in hands-on workshops about topics central to research at the Gurdon Institute. Students will also attend seminars that will help them develop interview skills and learn about university applications. In addition, students will prepare and deliver a presentation on a scientific topic at the end of their work experience week.

Instructions

1. The student should complete pages 3-7
2. Then, the student must forward the whole form to a current or previous A-level/IB science or maths teacher who can complete pages 8-9
Students: please check ahead of time that your teacher is happy to do this for you!
3. Ask your teacher to email the completed form to Naomi at workexperience@gurdon.cam.ac.uk no later than **29 March 2019 at 5pm**.

Important notes

- a. Completed applications will only be accepted if received from the teacher.
- b. Due to limited availability, work experience positions are competitive and completing this application form does not guarantee a placement.
- c. This work experience is a widening participation programme and therefore priority will be given to applicants from backgrounds which would make it unlikely for them to obtain a similar experience through personal connections. An unsuccessful application for this programme does not reflect your likelihood of being successful in an application for undergraduate study at university.

Eligibility

This programme is open to students who are:

- age 16+
- studying biology at A-level/IB (or equivalent)
- studying at UK state schools/colleges/sixth forms/academies
- attainment at GCSE (or equivalent) of Grades 7 or above

Students must meet all of the qualifying measures above in order for their application to be considered.

As this is a Widening Participation programme with the particular aim to give students the experience of working in an academic research environment when they ordinarily wouldn't be able to arrange such an experience on their own, we are particularly keen to receive applications from students who meet any of the following criteria (**it is not necessary to meet them all**):

- Priority will be given to students who have a strong academic performance and go to a school with lower than average progress scores.
- Priority will be given to students from schools that tend to send very few students to Cambridge or Oxford.
- Other criteria we will use to prioritise applicants:
 - Parent(s)/carers(s) have not attended university
 - Have been eligible for Free School Meals or Pupil Premium in the past six years
 - Are caring for a family member or friend
 - Are currently or have been in local authority care
 - Live in a neighbourhood with a low rate of progression to higher education and/or high level of socio-economic deprivation

If there is something else you feel we should consider in assessing your application for this programme, please complete the optional short answer question at the bottom of page 7.

Student Details

Name _____

Date of birth _____

Postcode _____

Email address _____

Phone number _____

School or college currently attending _____

Note: If you are selected for the work experience programme and are age 17 or older when the placement is due to begin, you will be required to provide proof of your Right to Work in the UK. This means you will have to provide an official document (such as a passport) to be checked **BEFORE** you can start the work experience with us. More information about the sort of documents you can bring to fulfil this requirement can be found [here](#) and [here](#).

Information about how your personal information will be used by us in connection with the administration of this activity, and for related purposes, is available at <http://www.undergraduate.study.cam.ac.uk/how-we-use-participant-data>. Please contact The Gurdon Institute at workexperience@gurdon.cam.ac.uk with any questions in the first instance.

Office Use Only – Please leave this section blank.

Application Number: _____

Job Details

For which lab(s) should we consider your application?

After reading all of the job descriptions, please indicate your 1st, 2nd and 3rd choices of lab.

Before submitting your application, you must check with your parent(s)/carer(s) AND with your school to be sure that you will be able to attend the work experience for the dates that you've selected above.

You may select 1st, 2nd, and 3rd choices for each week if you are available for both weeks.

Choice (1, 2, 3)

Labs

8-12 July

- _____ [Brand Lab](#) (neural stem cell quiescence and reactivation)
- _____ [Gallop Lab](#) (cellular structure, cell migration)
- _____ [Gurdon Lab](#) (programming and reprogramming of cell fate)
- _____ [Miska Lab](#) (gene regulation and RNA in inheritance and adaptation)
- _____ [Surani Lab](#) (germ cell specification, programming and epigenetics)

15-19 July

- _____ [Ahringer Lab](#) (gene expression, epigenetics, animal development)
- _____ [Jackson Lab](#) (DNA repair)
- _____ [Ma Lab](#) (mitochondrial DNA transmission and diseases)
- _____ [St Johnston Lab](#) (cell polarity, cytoskeleton, epithelium)
- _____ [Zegerman Lab](#) (DNA regulation)

How did you hear about work experience at the Gurdon Institute?

- ___ My teacher/school
- ___ My parent/carer
- ___ Website of the Gurdon Institute
- ___ Email list (please specify which one): _____
- ___ Social Media- please tick one: ___ Facebook ___ Instagram ___ Twitter
- ___ Other (please specify): _____

Background Information

The questions below are based on standard Widening Participation criteria and are intended to assess your background. If there is any other relevant information you would like to provide to us, please complete the optional short answer question at the bottom of page 7.

Some of the questions below ask you for some sensitive personal information. You are not required to provide this information to us but, the more information you provide, the easier it will be for us to assess your eligibility for this programme. If you do choose to provide this information, we will not use it for any purpose other than to assess your eligibility for the programme.

Please contact us if you have any questions or concerns about how we intend to use this information. You have the right to withdraw your consent at any time – please contact us if you wish to do so at workexperience@gurdon.cam.ac.uk

Information about how your personal information will be used by us in connection with the administration of this activity, and for related purposes, is available at <http://www.undergraduate.study.cam.ac.uk/how-we-use-participant-data>.

Please contact The Gurdon Institute at workexperience@gurdon.cam.ac.uk with any questions in the first instance.

Are you or have you been eligible for Free School Meals or Pupil Premium now or in the last six years?

No Yes Prefer not to say

Are you currently caring, unpaid, for a friend or family member who, due to illness, disability, a mental health problem or an addiction cannot cope without your support?

No Yes Prefer not to say

Are you currently or have you ever been in local authority care in the UK?

No Yes Prefer not to say

Do you *personally* know someone who is a scientist or who works in academia (even in a non-science discipline, for example, history)? This could be someone who works as a lecturer, researcher, or professor at a University. This could also be a laboratory scientist in industry, or someone studying to become a scientist at university.

No

Yes (please explain their relationship(s) to you and describe how they work in science/academia or what their job is):

Has at least one of your parent(s)/carers(s) attended university?

No

Yes, and the highest education level of my parent(s)/carer(s) is:

Bachelor's

Master or other Post-Graduate qualification

PhD

Post Doc

Education and Experience

Which year group are you currently in?

___ Year 12

___ Year 13

What GCSE subjects did you take? Please be sure to include your final grades for each.

GCSE Subject	Final Grade

Please fill in the table below with the A-level/IB subjects you are currently taking. Be sure to include your predicted grade for each.

A-Level/IB Subject	Predicted Grade

Have you ever participated in a work experience programme previously?

___ No

___ Yes (please specify where and when): _____

Office Use Only – Please leave this section blank.

Application Number: _____

Scientist: _____

Acorn: _____

POLAR: _____

Total Criteria: _____

School Progress: _____

School FSM: _____

Short Answer Questions (maximum 100 words per question)

Please make sure that your answers are specific to you.

**What achievement are you most proud of and how has it positively affected you?
This must be something in the last year and may or may not relate to your academic work.**

**What biology practical (at GCSE or at A-level/IB) did you most enjoy?
Please explain why it was your favourite.**

**What do you hope to do in the future and how will a placement at the Gurdon Institute help
you achieve these goals? Be sure to be as specific as possible.**

**OPTIONAL: Please share any challenges you've had to overcome in your life which you feel
would be relevant in your application to this work experience programme.**

NOTE TO STUDENT:

By submitting this application, you are confirming:

- The details you have provided throughout are accurate to the best of your knowledge
- The application up to page 7 has been completed entirely by yourself
- You have checked with your parents and with your school and you are available to attend the work experience for all of the dates you indicated on Page 4

To falsify information is grounds for refusal to accept you to the programme or to remove you from the programme, if accepted. If any of the information contained in your application is found to be false or plagiarised, in addition to excluding you from the programme, we will report this misconduct to your school.

For Your Teacher To Complete**Name** _____**Subject** _____**Name of school/college** _____**Email address** _____**Phone number** _____

We will only use your personal information for operational and communications purposes. We will delete it when it is no longer required. For more information about how the University handles the personal information of participants (or prospective participants) on pre-undergraduate events and initiatives, see <http://www.undergraduate.study.cam.ac.uk/how-we-use-participant-data> and <https://www.information-compliance.admin.cam.ac.uk/data-protection/general-data>.

Please contact The Gurdon Institute at workexperience@gurdon.cam.ac.uk with any questions in the first instance.

Please select the skills and qualities you feel this student reliably exhibits.

- | | | |
|--|--|--|
| <input type="checkbox"/> Independent | <input type="checkbox"/> Patient | <input type="checkbox"/> Attentive to detail |
| <input type="checkbox"/> Responsible | <input type="checkbox"/> Punctual | <input type="checkbox"/> Curious |
| <input type="checkbox"/> Proactive | <input type="checkbox"/> Resilient | <input type="checkbox"/> Enthusiastic |
| <input type="checkbox"/> Listens to advice | <input type="checkbox"/> Team-oriented | <input type="checkbox"/> Positive |

Please briefly describe this student's typical approach to lessons and progress on your course.

Please tell us how you found out about the work experience programme:

- I was contacted directly by the Gurdon Institute
 I was contacted by a Schools Liaison Officer from the University of Cambridge
 Website of the Gurdon Institute
 Social Media- please tick one: Facebook Instagram Twitter
 Email list (please specify which one): _____
 Other (please specify): _____
 I did not find out about the work experience; my student told me

The question below asks you to verify some sensitive personal information about your student. You and your student are not required to provide this information to us but, the more information we have, the easier it will be for us to assess your student's eligibility for this programme. If your student does agree to provide this information, we will only use it to assess his/her eligibility for the programme.

If you do choose to provide this information to us, we will assume that you have collected this data from your student appropriately and that they have provided their explicit consent to pass their data on to us to assess their eligibility for this programme.

Please contact us if you or your students have any questions or concerns about how we intend to use this information. Please also inform your students that they have the right to withdraw their consent at any time – they (or you) should contact us at workexperience@gurdon.cam.ac.uk if this is the case.

Please tick below to confirm that the data your student has provided on pages 5-6 is accurate as far as you are aware.

Yes No

Thank you!

Please return the completed form to Naomi Clements-Brod at workexperience@gurdon.cam.ac.uk by 29 March 2019 at 5pm.