

Roles & Responsibilities Recording Form

Please read the instructions carefully. Once complete please return the form as per the instructions at the end. You are strongly advised to read the additional guidance to applicants on the Keele Medical School Website before completing this form (<http://www.keele.ac.uk/medicine/undergraduatemedicalcourse/entryrouteshowtoapply/>)

FIRST NAME/ GIVEN NAME		SURNAME/FAMILY NAME	
DATE OF BIRTH		UCAS ID	

Please provide details of **up to 4** work experience roles you have undertaken, preferably within the past 3 years (only one is required). These roles may be in paid employment or voluntary/community work and do not have to be in the health sector. Charity work may be included. If you are an unpaid carer then work undertaken in this role can be included. If you are in paid employment then you will need to be explicit in the following sections about what you have done, which is over and above that expected from your job role. You should record the details of any work experiences here that you write about below, but you do not need to write about everything listed here.

Date Started	Length of Time in role hours/days/weeks/years	Total hours in role	Organisation	Role Undertaken
	Please select from list:			
	Please select from list:			
	Please select from list:			
	Please select from list:			
Estimated Total Hours				

Please provide a contact for each of your work experiences so that we can check the details if required. Either a telephone/mobile number or an e-mail address is required for each contact.

Name	Tel/mobile	Email address	Organisation	Role/job title

On the following pages you will be asked to write about one or more of the experiences you have listed here. Please note that it will be difficult to provide the level of detail needed if you choose to write about four separate experiences, so you may wish to select the one or two that had the greatest impact upon your decision to pursue a career in medicine.

The information provided on this form may be similar to information provided in your personal statement. However, you should still provide the information here because our decisions on shortlisting for interview will be based on what you have written on this form.



Please provide details of what you actually did during one or more of the work experiences you have recorded above. You should reflect upon the personal attributes you have demonstrated in this work, especially those which are mentioned in the NHS Constitution, but you must be explicit about how you demonstrated them. We will not credit observation or shadowing: we need to know about hands-on experience that you have undertaken. Maximum 1,100 characters (about 200 words).

Please provide details of any responsibility you have taken, either in the work place, while volunteering or at school/college/university. Titles alone (e.g. Head Boy/Girl) will not attract marks: you must tell us what the responsibility involved and what you actually did to discharge this responsibility. One detailed example is likely to gain more marks than a list of responsibilities. Maximum 1,100 characters (about 200 words).



Please give an example of a situation where you have helped or provided care for somebody (by this we mean an individual person). You may use examples from your work experience, from life at home or at school/college/university, or from extracurricular activities. Please note that if you are using examples from the home or family then the example needs to demonstrate a level of commitment well above and beyond what would normally be expected of anyone of your age. Examples that require regular commitment are likely to attract more marks than one-off incidents. Tell us briefly what you actually did; what you learned from the experience and the effect your contribution had on the person you were helping. Maximum 850 Characters (about 150 words).

Blank area for writing an example of a situation where you have helped or provided care for somebody.

Please provide details of any exceptional achievements or exceptional (difficult) circumstances you would like us to consider in marking your application. You do not need to complete this box if you do not have anything exceptional to report (the majority of applicants will not). Exceptional achievements can be in any area and might include major awards, sporting success at national or international level, etc. If you have had to overcome exceptional difficulties you should write about them here.; We would also expect to see these reflected in the school reference, but only achievements or circumstances included in this box will be considered. Maximum 600 characters (about 100 words).

Blank area for providing details of any exceptional achievements or exceptional (difficult) circumstances.

- We may use your form anonymously for training of admissions tutors. If you do not wish your information to be used in this way, please check the box. Please note that this will not affect the scoring of your form in any way.

SAVE & SEND INSTRUCTIONS

Please check your application fully before sending; we cannot accept multiple entries

Once complete, please save this form to your computer using your UCAS ID as the filename, e.g. 1221230015.pdf

Attach the completed form to an email and return to: medicine.rr@keele.ac.uk

Check you have received an acknowledgement

Please note: if you label the file incorrectly or send to a different email address to the one above, or send the form late, we cannot guarantee that your application will be considered.

DEADLINE FOR RETURN OF FORMS IS MIDNIGHT (GMT) ON FRIDAY 31ST OCTOBER 2015

For Office Use Only:

NAME:	
Score 1	
Score 2	
Score 3	
Score 4	
Score 5	
TOTAL	

V2016:Final