



# JOHN EDGAR TRUST

## Management Development Scheme

## Application Form Notes



**Please read these notes before filling in the form!**

Applications for the 2016 / 2017 John Edgar Trust Course should be submitted to the Course Administrator by **20<sup>th</sup> May 2016**:

**Elizabeth Badger**  
**Professional Training**  
**Royal Agricultural University**  
**Cirencester**  
**GL7 6JS**

Email: [course.admin@johnedgartrust.org.uk](mailto:course.admin@johnedgartrust.org.uk)

Tel. 01285 889879

To facilitate administration, we request that you to fill in your application form on the computer and to send it as an email attachment. Paper or handwritten forms will not be accepted.

### **To complete the form on the computer :**

- ξ Go to the Award Scheme page on the JET website [www.johnedgartrust.org.uk](http://www.johnedgartrust.org.uk) and click on the appropriate link to download the form. Save this blank copy on your computer or tablet, renaming it to incorporate your name (e.g. JET-Application\_John Farmer). Do not fill in the form using your browser as some browsers (e.g. Chrome) do not allow you to save a filled-in version.
- ξ Open the form using your normal pdf reader program (Adobe Reader or similar; you may need to install this) and fill in the information requested by making entries at the appropriate points in the blue-shaded fields. Use your mouse cursor or the tab key to move to the next field. Certain fields have explanatory notes which show when you hover your mouse cursor over them.
- ξ Save a copy of your completed and renamed form on your computer and send the completed digital form, a digital version of your passport-style photograph\* and your 500-word composition as email attachments to the Course Administrator to arrive by the closing date.

Please:

### **\* Provide a suitable passport-style colour photograph:**

- ξ The photograph should be in colour, UK passport-style, full face and ideally against a plain pale background. If you do not already have a suitably formatted digital photograph, websites such as [www.idphoto4you.com](http://www.idphoto4you.com) will help you to produce one. Please choose a suitable image as it may be published on the Trust website and in the Newsletter if your application is successful.

### **Be prepared to attend an interview at Cirencester on Wednesday June 22<sup>nd</sup> 2016:**

- ξ You will be advised whether or not you have been selected for interview. Only under exceptional circumstances can alternative dates be offered. Please advise us at the time of your application if you think this may be a problem.

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**Inform your referees:**

- ξ Advise the individuals that you have chosen as your employers' and personal referees that the Trust will be contacting them (ideally by email), and ensure that you have provided current email addresses.

**If you require further information:**

- ξ Look on the Trust's website [www.johnedgartrust.org.uk](http://www.johnedgartrust.org.uk)
- ξ Contact the Course Administrator (see above)
- ξ Email the website manager via the contacts form on the website if you have technical problems with the form