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Lincoln LN1 3DY

**T** +44 (0) 1522 527347

**F** +44 (0) 1522 530243

**E** info@bishopg.ac.uk

**www.diglincoln.com**

**Lincoln Archaeological Field School 2020**

**Application Form**

*Your personal details need to be collected and processed by Bishop Grosseteste University (BGU), in order to process your application to the Lincoln Archeological Field School. This could include collection of initial medical/disability information, if relevant. Please ensure you read the privacy notice at the end of this document which explains how your information will be used.*

**Please provide personal contact details**

|  |  |
| --- | --- |
| **Name** |  |
| **Address (Line 1)** |  |
| **Address (Line 2)** |  |
| **Address (Line 3)** |  |
| **Post/Zip code** |  |
| **Country** |  |
| **Telephone** |  |
| **Email** |  |

**Please provide details of your current course of study and your University or College**

|  |  |
| --- | --- |
| **Programme of Study** |  |
| **Current level/year** |  |
| **Department** |  |
| **University Name** |  |
| **Address** |  |
| **Post/Zip code** |  |
| **Country** |  |
| **Telephone** |  |
| **Email** |  |

**Further information**

|  |  |
| --- | --- |
| **Date of birth** | **/ /**  Y  Y  Y  Y  M  M  D  D |
| **Your age on 22nd June 2020** |  |
| **Your nationality** | **………………………………………………………**  *Will you require a visa? Yes No* |
| **Previous experience  and qualifications:** (you may alternatively  attach a separate resume, or  continue on a separate  sheet of paper) |  |
| **Briefly explain why  you wish to join the  Lincoln Archaeological Field School** |  |
| **Please indicate any medical or disability information we should be aware of (this will not be used for selection purposes)** |  |

|  |  |
| --- | --- |
| **Do you require  Accommodation?** | *Yes No*  *Other dates required ……………………………………………………*  *(Please note that extra nights’ accommodation earlier or later than the above dates are usually available and can be organised following acceptance onto the Field School).* |
| **Contact details of an  academic referee whom  we may contact** | Name:  Position:  Postal address: |
| **Email address:** |
| **Do you wish to receive  Academic Credit?** | *Yes No* |
| **Address to which your Academic Credit  Transcript should be sent  (university/college  addresses only)** |  |

|  |
| --- |
| **Candidate Declaration**  I declare that the information I have provided in this application about my personal status, qualifications and experience is true.   Signature: Date: |

Please ensure you also complete and sign the privacy notice at the end of this document.

PLEASE RETURN YOUR COMPLETED APPLICATION FORM TO:

Dr Duncan Wright

Lincoln Archaeological Field School

Bishop Grosseteste University

Lincoln

LN1 3DY

UK

duncan.wright@bishopg.ac.uk

[www.diglincoln.com](http://www.diglincoln.com)

***Privacy Notice***

*Your personal details need to be collected and processed by Bishop Grosseteste University (BGU), in order to process your application to the Lincoln Archeological Field School. The programme lead, Dr Duncan Wright and his team will have access to your information. The information may be shared internally to make arrangements for you, such as accommodation bookings. Details will be stored securely. The data will be used solely for the purpose of processing your application and making arrangements for you to take part in the 2020 field season, should you be successful. Your details will not be further shared (unless required or permitted by law).*

*Unsuccessful applicants – your data will be securely deleted/destroyed in accordance with our retention schedule. Successful applicants – details will form part of your academic record if you choose to receive academic credit. Your information will be kept in accordance with our retention policy after which time, it will be securely deleted/destroyed.*

*Part of the application form asks about any relevant medical/disability information we may need to be aware of. This is required to assess whether any reasonable adjustments may be required, and doesn’t form part of the selection process.*

*For full details regarding how the University processes personal data, including data sharing, the processing of sensitive information, and your legal rights, please ensure you have read our* [Privacy Policy](http://www.bishopg.ac.uk/wp-content/uploads/2018/05/Privacy-Policy.pdf)*. For BGU students, please ensure you have also read our ‘privacy notice for students’ which you can find here:* [*https://www.bishopg.ac.uk/data-protection/*](https://www.bishopg.ac.uk/data-protection/)

***Candidate Declaration***

*Please tick below, to confirm you have read and understood the information in the privacy notice provided. Ticking here signifies that you agree to the processing of your personal data, as described.*

I declare that the information I have provided in this application about my personal status, qualifications and experience is true.

Signature: Date: