BIRKBECK FUTURES CAREERS SERVICE

Birkbeck, University of London

Malet Street, Bloomsbury

London WC1E 7HX

## Career Coaching Programme 2021-22

Thank you for your interest in applying for the Career Coaching Programme. To assist us, please answer the following questions. The fields will expand to accommodate your answers. If you have any further queries please contact us at [career-coaching@bbk.ac.uk](mailto:career-coaching@bbk.ac.uk)

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| The completion and submission of this application form will constitute as your consent for Birkbeck Futures to process your personal data. To view our privacy notice visit:  <http://www.bbk.ac.uk/downloads/policies/privacy-admissions-study.pdf> | |
| First name |  |
| Surname |  |
| Student number |  |
| Preferred method of contact | Email:  Telephone: |
| Coaching sessions take place based on Coach and Client availability. Please indicate your general availability here. |  |
| Current Programme title & Level of Study |  |
| Brief Employment History |  |
|  | **Personal Statement** |
| Please tell us in detail what you hope to gain from participating in the Career Coaching Programme. This information will help us assess whether Career Coaching is an appropriate intervention at this time. This field will expand. | **Max 500 words:** |
|  | **Birkbeck Futures Careers Portal** |
| Please list any workshops attended and any resources you have accessed on the online Birkbeck Futures Careers Portal prior to making this request. |  |
|  | **Exit Survey** |
| By participating on the programme, you agree to complete an Exit Survey on completion of your final coaching session.  Please indicate that you agree to this. |  |
|  | **Accessibility** |
| Do you consider yourself to have a disability? Do you have any accessibility requirements you wish to share? |  |
|  | **What happens next?** |
|  | The Career Coaching Coordinator will contact you within 10 working days regarding your application. Based on the information provided in your application, we may suggest other resources if Career Coaching is not appropriate at this time. |
|  | **Privacy Terms & Conditions** |
|  | Birkbeck College undertakes to respect the privacy of the Individual and has implemented strict procedures to protect the Individual’s rights under the Data Protection Act 2018. Birkbeck Futures data collected will not be disclosed to any other organisation, unless required by law. |