

## **GES Summer student 2020 scheme: Application Guidance**

**This scheme is only open to students in their penultimate year of undergraduate study and who are on track for a 2:1 or 1st class degree.**

Please read the following application guidance carefully prior to completing your application. These are to help you, as some applicants are excluded because they do not complete the process properly.

By applying you are confirming you meet the eligibility requirements. If subsequently we find out you do meet the requirements, your application will be withdrawn.

### **1. Essential eligibility requirements**

#### **To be eligible, applicants must:**

- be a UK national or a Commonwealth citizen, member of the European Economic Area (EEA) with a right to live and work in the UK;
- If a holder of a student visa- be allowed under the conditions of the visa to undertake a full-time paid summer placement in the UK without a work permit
- be on course for a 2:1 or 1st class degree, as indicated by first year exam results.
- be studying for:
  - ❖ a degree in economics or, if it is a joint degree, economics must comprise at least 50% of the total course studied so far (year 1 and 2); or
  - ❖ a joint honours undergraduate degree at a Scottish university, where at least 50% of the modules studied/to be studied during the final two years of the course must be in economics; or
  - ❖ Philosophy Politics and Economics (PPE) degree where at least 50% of the modules studied/to be studied during the final two years of the course must be in economics;

All the above eligibility must be demonstrated on the application form and supporting documents where applicable. e.g. If you are studying a joint honours undergraduate degree at a Scottish university or a PPE degree, you must include all modules for the final two years, without this information, your application will be discounted.

**Please note: We do not offer sponsorships for our schemes.**

## 2. Completing the application

### Your qualifications:

Where we have asked for candidates to provide a name-blind (anonymous) CV, you will need to ensure you **clearly list your year 1 and 2 (year 3 if applicable) degree modules**, number of credits per module per year, clearly marking which module is Economics by putting 'econ' next to the modules and your first year degree grade.

You **do not** need to list your GCSE's or A-Levels.

Please ensure that you provide full details about the economic components of your degree. We can only sift on the information you provide on the application so please ensure you complete the form as full as possible. The following information must be included:

- All modules of undergraduate degree studied thus far, including grades.
- Number of credits allotted to each module and total number of credits taken thus far (where applicable).
- All economics modules marked as (Econ).
- Your modules studied so far must include both macro and microeconomics.

You can attach/include a university transcript with a breakdown of modules with your application.

Applicants who have visa status must ensure they include all the details of their visa status in the application. If successful at sift, you may be asked at a later date to prove a copy of their visa that demonstrates that the visa covers the period of the placement.

Students will be asked to provide a reference from their university economics tutor, confirming their suitability for an economist placement at the 'invitation to interview' stage.

## 3. Recruitment process

The recruitment process involves the following steps:

### 1. Application

### 2. Sift

In sifting the applications to decide which candidates to consider for interview, particular weight will be attached to the section on behaviours, so do try and think of examples which best demonstrate these.

Candidates who are successful at the sift stage will be considered for interview at one of the participating Departments.

Candidates who are unsuccessful at the sift stage will not be given any feedback or comments.

Due to the large volume of applications expected, applicants successful at the sift stage are advised that you will be randomly allocated to any of the participating departments.

### **3. Interview at a GES department**

Candidates will be notified by the Recruitment portal whether they have been successful or unsuccessful.

Occasionally, a Department might withdraw from the scheme before placements are offered or we have more successful candidates than available placements. In such cases, applicants will be placed in the reserve pool.

### **4. Placement Offer**

All candidates will be offered a role based on merit and location preference will be taken into consideration but is not guaranteed.

Please note that some departments require candidates to have a UK footprint for 3 years and no period longer than 3 months outside of the UK to get security clearance i.e. HO, HMT, MHCLG, MOJ and some other departments.

### **General Queries**

If you have any queries regarding the application form, or application process, please do not hesitate to contact us [gesrecruitment@hmtreasury.gov.uk](mailto:gesrecruitment@hmtreasury.gov.uk)