

We are an ambitious and inclusive Trust of schools
strengthening communities through excellent education.

Ted
Wragg TRUST



Recruitment and Selection Policy

Responsibility for approval: Ted Wragg Teacher Training Strategic Board
Approved July 24
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1.0 Policy Statement

- 1.1. Our Mission: We prepare teachers who will be equipped to join our school communities and make the world a better place for our young people.
- 1.2. Our Commitment: Our training prepares teachers to be resilient, inspiring professionals equipped to have a long-term impact on the children in the diverse communities we serve.
- 1.3. How we do it: We integrate school-based deliberate practice with evidence-informed learning to develop practitioners driven by inclusion and social justice for young people.

2.0 Scope and Purpose

- 2.1 This policy lays out the requirements for our recruitment processes to ensure our programmes are compliant with the ITT Criteria and Supporting advice. It lays out how we aim to ensure our programmes recruit candidates of the highest calibre and how we are proactively working to ensure we attract candidates who are representative of our diverse school communities.

3.0 Definition

- 3.1 For the purpose of this document:
Ted Wragg Teacher Training Partnership SCITT and 'the partnership' refers to the SCITT and its Training Partners in ITT delivery

4.0 Legal Framework

- 4.1 This Policy will be shared with Lead Partners and will be included in the SCITT's Policy Monitoring Schedule.
- 4.2 This policy is written to ensure compliance with the Department for Education's Initial Teacher Training Criteria and Supporting Advice, specifically items 3.1-3.4

5.0 Roles and Responsibilities

- 5.1 A range of people across the Ted Wragg Teacher Training Partnership have responsibility for recruitment. These include:
 - SCITT Director – The SCITT Director retains oversight of the programmes under the Ted Wragg Teacher Training Partnership programmes.
 - Training Partner Directors – Training Partner Directors have oversight of recruitment to the programmes running in their setting.
 - Lead Mentors/Lead Subject Mentors – These Lead Mentors (who are also in some settings the Lead Partner Director) play a part in our recruitment.
 - Strategic Board – this body has oversight of our vision, strategy, finance, recruitment and quality assurance.

6.0 Introduction

- 6.1 Ted Wragg Teacher Training Partnership recognises the importance of a rigorous recruitment process to secure sufficient high-quality applicants as trainees on our teacher training programmes. This policy applies to our provider-led routes at Primary and Secondary and routes offered by our Lead Partners.
- 6.2 We are committed to ensuring that the recruitment and selection of trainees is a fair and effective process. Each procedure will meet the requirements of the Department for Education ITT criteria updated September 2024.
- 6.3 At Ted Wragg Teacher Training Partnership, we believe that everyone stands to benefit when we embrace and value the diversity of thoughts, ideas and ways of working. We aim to recruit people from different backgrounds, experiences and identities to strengthen the quality of the teacher workforce. Equity, Diversity and Inclusion lie at the core of our teacher training programme and underpins all areas of our commitment. This policy ensures that from the moment of recruitment the principles of equity DfE apply to all our work with trainees.

7.0 Safeguarding

- 7.1 Safeguarding children is everybody's responsibility. Good safeguarding practice has to be built into routine procedures and practice. Nowhere is this more important than in the recruitment and vetting of people who have contact with children. Under this remit our Safeguarding processes also ensure the fair treatment of all applicants, regardless of sex, race, disability, religion or belief, sexual orientation, gender reassignment or pregnancy/maternity.
- 7.2 An explicit statement, as outlined below, about the SCITT's commitment to safeguarding and promoting the welfare of children should be included in all materials and resources around recruitment and selection.
- 7.3 At the Ted Wragg Teacher Training Partnership, we believe that everyone stands to benefit when we embrace and value the diversity of thoughts, ideas and ways of working. We aim to recruit people from different backgrounds, experiences and identities to strengthen the quality of the teacher workforce. Equity, Diversity and Inclusion lie at the core of our teacher training programme and underpin all areas of our commitment. It helps our trainees to grow and learn, enables them to realise their potential, improves decision-making, boosts engagement and innovation, and enables us to better meet the needs of our diverse community. Currently the SCITT is embedding its approaches to meeting our Public Sector Equality Duty and we are working with stakeholders to ensure our approaches fully reflect the needs of our community.

8.0 Equity, Diversity and Inclusion

- 8.1 At Ted Wragg Teacher Training Partnership, we believe that everyone stands to benefit

when we embrace and value the diversity of thoughts, ideas and ways of working. We aim to recruit people from different backgrounds, experiences and identities to strengthen the quality of the teacher workforce. Equity, Diversity and Inclusion lie at the core of our teacher training programme and underpins all areas of our commitment. It helps our trainees to grow and learn, enables them to realise their potential, improves decision-making, boosts engagement and innovation, and enables us to better meet the needs of our diverse community.

- 8.2 The Ted Wragg Teacher Training Partnership recruitment process ensures that all candidates have equality of opportunity – they work through the same processes and receive the same resources. Our processes ensure equity too as we recognize that each candidate has different circumstances and some applicants may need adjustments to our usual processes.
- 8.3 When candidates are invited to interview, the Ted Wragg Teacher Training Partnership and Lead Partner Administrators email the candidate with an outline of the process, what they can expect and what they should prepare. Candidates are asked to reply to the invitation to interview and inform the Administrator of any reasonable adjustments they may require.
- 8.4 When preparing for interview, the Ted Wragg Teacher Training Partnership and Lead Partners review these adjustment requests, and any Disability, Access or Other Needs candidates have shared via DfE Apply.

9.0 Safer Practice

- 9.1 Safer practice in recruitment and selection means thinking about and including issues to do with child protection and safeguarding and promoting the welfare of children at every stage of the process. Via our commitment to equitable approaches, the rights of applicants, and children, with protected characteristics will be safeguarded.
- 9.2 It requires a consistent and thorough process of obtaining, collating, analysing and evaluating information from and about applicants. The main elements of the process include:
 - Ensuring the course materials and prospectus make reference to the responsibility for safeguarding and promoting the welfare of children
 - Ensuring that the course materials and prospectus include specific reference to suitability to work with children
 - Obtaining and scrutinising comprehensive information from applicants, and taking up and satisfactorily resolving any discrepancies or anomalies
 - Undertaking an online check of candidates to ensure a candidate’s online presence would maintain public trust in the profession and in this institution’s professional reputation
 - Interview questions that explore the candidate’s suitability to work with children as well as their suitability for the post of trainee teacher
 - Interview questions that explore the candidate’s commitment to the values of equity, diversity and inclusion
 - Verifying the successful applicant’s identity

- Checking their previous employment history and experience in line with Safer Recruitment procedures.

9.3 Ted Wragg Teacher Training Partnership is committed to the fair treatment of its staff, potential staff or users of its services, regardless of sex, race, disability, religion or belief, sexual orientation, gender reassignment or pregnancy/maternity. We select all candidates for interview based on their skills, qualifications and experience.

10.0 Roles and Responsibilities of SCITT Personnel

10.1 SCITT Director – has oversight and accountability for recruitment to the SCITT via all Lead Partners. Their role is to:

- Quality Assure the work of the recruitment Administrators
- Quality Assure the selection and interview processes of our partners

10.2 Training Partner Director– is a Member of the Interview Panel or is represented by an appropriate member of staff from our team. Their role is to:

- Oversee the Interview Panel
- Shortlist Applications
- Provide feedback to applicants

10.3 Recruitment Administrators – Ted Wragg Teacher Training Partnership’s Training Partners follow the Ted Wragg Teacher Training Partnership Recruitment and Selection policy but undertake the processes themselves. Training Partner Administrators will:

- Administer applications and distribute to SCITT
- Manage correspondence to applicants – successful and unsuccessful
- Administration of interview dates and planning

10.4 This work is quality assured by the Ted Wragg Teacher Training Partnership Director on our Quality Assurance cycle.

10.5 The SCITT Administrators will also collate data on applicants to all programmes.

11.0 The Application Process

11.1 Ted Wragg Teacher Training Partnership will follow a thorough and consistent application process that manages the flow of applications efficiently and effectively and is fair to all applicants who DfE Apply.

11.2 Ted Wragg Teacher Training Partnership Training Partners have a dedicated contact number and email address to which all application enquiries are directed. The SCITT Administrators will be responsible for responding to all enquiries which come through these channels. All enquiries will be responded to within 5 days of receiving the initial call/email. Where the SCITT administrator is unable to answer the enquiry, the details will be passed onto the appropriate member of staff. All enquiries will be recorded on the

internal database which the SCITT administrators will be responsible for updating.

12.0 The Application Sift and Shortlist

12.1 All applications for the ITT programmes delivered by Ted Wragg Teacher Training Partnership will come through the DfE Apply portal.

12.2 The SCITT administrators will be responsible for recording all the applications which have been received and acknowledging receipt of them on the DfE Apply site. DfE Apply will be managed separately for Lead Partner programmes but the Ted Wragg Teacher Training Partnership Administrator will record numbers of applications and offers.

12.3 The SCITT administrators will carry out the initial sifting of applications, preparing them for an initial check by the Training Partner Directors. This will include checking which applications meet the essential entry requirements for the course, as required by the Secretary of State's ITT Criteria for entry (C1.1; C1.2; C1.3) and as required by the Ted Wragg Teacher Training Partnership. These are:

- GCSEs or certified equivalent qualifications in English and Maths at Grade 4/C or above, plus Science at Grade 4/C or above for Primary programmes
- A first degree from a UK higher education institution or a certified equivalent qualification.
- Suitability to train to teach including meeting the requirements of a rigorous selection process and successful completion of appropriate pre-selection checks such as DBS and occupational health checks upon offer.
- Applicants with qualifications from institutions outside of the UK will be asked to provide ENIC statement of comparability's. Where there are more complex cases, Lead Partners will be asked to complete and record a series of due diligence checks to ensure candidates' qualifications are suitable. See Annex 1.

12.4 Once the initial sift has been carried out the administrators will report unsuccessful candidates to DfE Apply after consultation with the Training Partner Director.

12.5 The next shortlist is carried out by the Lead Partner Director. Each application will be reviewed in more detail against the DfE selection criteria and against our Ted Wragg Teacher Training Partnership values regarding Safeguarding, Equity, Diversity and Inclusion. Lead Partners are seeking candidates who demonstrate our core values including:

- a passion for sharing their subject or phase specific knowledge with young people
- an ability to form positive working relationships with children and adults
- a commitment to celebrating diversity
- a belief in the power of education to bring about a more equitable society
- a professional demeanour
- resilience and creativity
- positivity and a strong sense of moral purpose for improving the lives of young people.

12.6 Once the second sift has been completed the SCITT administrators will contact applicants invited to interview and update DfE Apply. Interview invitations will be sent out to applicants within two working weeks of receiving their application from DfE Apply. In some circumstances the SCITT team reserve the right to extend this window.

12.7 It is the responsibility of the SCITT administrators to liaise directly with applicants and to inform them of the status of their application progress as and when required.

13.0 The Interview

13.1 The Interview panel will consist of a combination of the following personnel:

- Training Partner Directors or a suitable representative
- Representatives from partnership schools if available
- Lead Mentors and Lead Subject Mentors may be involved.

13.2 A minimum of two members of the SCITT staff or Partnership will be present at all interviews, at least one of them Safer Recruitment trained within the last three years and trained in recognising unconscious bias.

13.3 Members of the interview panel should:

- Have the necessary authority to make decisions about appointment
- Be appropriately trained in Safeguarding, Safer Recruitment and unconscious bias
- Discuss the interview day and ensure everyone is aware of their roles and responsibilities
- Make themselves aware of any reasonable adjustments required by the candidate and liaise with the Administrator to ensure those are in place.

The Interview Day will consist of the following activities:

13.4 Lesson Episode or Student Panel, the applicants will be assessed on the following:

- Communication, presence and interaction with the panel
- Confidence in the delivery of an activity
- Planning and preparation of activity
- Subject Knowledge including Literacy/Numeracy
- Understanding of age-appropriate tasks
- Use of subject specific terminology

13.5 Panel Interview

This part of the interview will focus on assessing the applicant's suitability to train to teach. It is an opportunity for the candidate to expand on their experiences and the information they have provided on the application form. The interviewers will consider the following: their commitment to teacher training and an understanding of what it realistically involves

- a passion for sharing their knowledge with young people
- an ability to form positive working relationships with children and adults
- a commitment to celebrating diversity

- a belief in the power of education to bring about a more equitable society
- a professional demeanour
- resilience and creativity
- positivity and a strong sense of moral purpose for improving the lives of young people.

13.6 The applicants will be asked to complete a task involving academic reading. This will ascertain both their literacy skills and their readiness for PGCE work.

13.7 At the end of the interview process the panel will collate all documentation and agree, by majority decision, which applicants have been successful. Successful applicants will be offered a place on the ITT programme and informed what (if any) further conditions must be met. Once all the decisions have been made the SCITT administrators will inform all applicants of their outcome by email and updating the DfE Apply record. Successful candidates are given an information pack to help them with their decision and an evaluation form for the interview day to help us refine our processes.

13.8 The above processes outline our partnership's consistent core around recruitment. Lead Partners have the freedom to make contextually appropriate enhancements to these processes to suit the needs of their culture.

13.9 The SCITT administrators will record all outcomes on the internal SCITT database and when requested will produce an analysis of outcomes for the SCITT Strategic Board who have oversight of our recruitment strategy. Where required, offers will be conditional based on the following checks and tests being completed:

- Enhanced DBS Check
- Degree result – if unknown at the time of application
- Fitness to teach check Prohibition of teaching check
- Details provided of any gaps in the candidate's employment history
- Subject Knowledge Enhancement Course
- Clearance of References.

Under DfE processes, the SCITT Team will not be allowed access to candidate references whilst shortlisting. All offers will be made conditional until receipt of two satisfactory references. Candidates will be advised that these are expected within 30 days of their acceptance of our offer. Any candidates who have references outstanding by 1st June will be informed that their place is not guaranteed until we have received references. If references are not forthcoming, we reserve the right to withdraw offers after the second week in July to ensure we have time to complete our safeguarding checks. Candidates need to have accepted the SCITT's offer and had references clear by the end of the second week in July. This process will be monitored and any adjustments for individual circumstances will be allowed for at the discretion of the SCITT Ted Wragg Teacher Training Partnership.

14.0 Recruitment of Persons with Criminal Conviction

- 14.1 Having a criminal record will not necessarily bar a candidate from working with us. Ted Wragg Teacher Training Partnership is committed to ensuring that all trainees are treated fairly and with consideration. We require all applicants to inform the SCITT of all the details and nature of their offence. This can be done via DfE Apply on application or during the interview process. The nature of the course allows Ted Wragg Teacher Training Partnership to ask questions about an applicant's entire criminal record.
- 14.2 Ted Wragg Teacher Training Partnership complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed during the application and selection procedure.
- 14.3 We make every subject of a DBS disclosure aware of the existence of the DBS Code of Practice and make a copy available on request. This will depend on the nature of the position and the circumstances and background of their offences.
- 14.4 In the event of a disclosure, the SCITT team will make a professional judgement and then seek approval from the Accounting Officer/Designated Safeguarding Lead of our Ted Wragg Teacher Training Partnership School regarding the applicant's place on the programme. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

15.0 Recruitment Appeals Procedure

- 15.1 The aim of this procedure is to enable applicants to appeal against decisions in respect of recruitment for places on the programme. This process will be conducted under the Ted Wragg Trust Complaints Policy process. The chair of the appeals panel will be the SCITT Strategic Board Chair.
- 15.2 Grounds for Appeal
- The Ted Wragg Teacher Training Partnership Strategic Board has the authority to deal with appeals against the decisions of the interview panel upon one of the following grounds:
- that the applicant's interview performance had been adversely affected by circumstances which the applicant could not have reasonably divulged to the Interview Panel at the time of the original interview (Submissions made on these grounds must be supported with appropriate documentary evidence)
 - that there had been an administrative error materially affecting the interview
 - that procedural irregularities with regards to the formal conduct of the interview process can be found
 - where there is positive evidence of prejudice or discrimination on the part of a person involved in the interview process.
- 15.3 The Appeals Group will be made up of staff from the Ted Wragg Teacher Training Partnership Strategic Board not involved in the original interview process

Procedures to be followed before a formal appeal

15.4 Stage One

Before the formal commencement of an appeal, it is expected that the applicant will discuss the grievance with the SCITT Ted Wragg Teacher Training Partnership.

Lodging an Appeal

15.5 Stage Two

- If the applicant wishes to continue the appeal, they must inform the SCITT Ted Wragg Teacher Training Partnership in writing within 10 working days of the notification of the outcome of the interview using the appropriate proforma (Appendix 2).
- On receipt of the notice, the Chair of the Strategic Board, in consultation with the SCITT Accountable Officer, will convene a meeting of the Appeals Group within 14 working days
- The Appeals Group will consist of three members selected from the Ted Wragg Teacher Training Partnership Strategic Board. No-one may sit on the panel if they have a conflict of interest or the applicant is known to them.
- The members of the Appeals Group shall not have a direct connection with the applicant. The SCITT Ted Wragg Teacher Training Partnership may give evidence. A SCITT administrator will act as secretary.
- The applicant shall be informed of the date of the appeal meeting at least 7 days in advance and will be invited to attend. Any written statements or documentary evidence must be passed to the SCITT Administrator 5 days in advance of the meeting to allow time for distribution to the other members of the Group.

15.6 The Appeals Group Meeting

The following procedure shall be followed in the case of an Appeal against an interview decision.

- The Appeals Group shall proceed if a quorum of 3 persons is present
- No observers are permitted to attend the meeting, but the applicant may be accompanied by another person who can act as their representative
- The Group shall have the authority to ask any individual to appear before it if it is considered to be in the interests of the parties for it to do so
- The SCITT Ted Wragg Teacher Training Partnership will provide information regarding the rejection
- The Applicant will provide information to support his/her appeal
- The Group shall adjourn after the hearing to consider the evidence and arguments presented to it. Only its members may be present at this time
- The only options open to the Group shall be to:
 - dismiss the appeal and decree that the original decision shall stand
 - uphold the appeal, in which case it shall request those responsible for the initial

- decision to reconsider that decision in the light of the new evidence
- The applicant shall be notified of the Appeals Group decision without delay
- Confidential minutes of the meeting will be agreed by the SCITT Ted Wragg Teacher Training Partnership and Chair of the Appeals Group and given to the Accounting Officer
- If the Group decides for the applicant, the panel responsible for the original decision shall be reconvened at the earliest opportunity and its decisions conveyed to the SCITT Administrator and Chair of the Appeals Group, before informing the applicant of the final decision

16.0 Monitoring and Evaluation

16.1 Ted Wragg Teacher Training Partnership and its partners are on a continuous cycle of improvement driven by our Quality Assurance processes. These involve:

- Analysis of application data and trainee data each year
- Applicant evaluation forms completed at the end of each recruitment day
- QA checks on recruitment processes by SCITT Ted Wragg Teacher Training Partnership Director.

16.2 Data collected through the analysis of trainees’ applications and evaluation form will be used to inform the planned review of the policy and procedures.

This policy works in conjunction with our Quality Assurance Policy and the Ted Wragg Trust Complaints Policy.

17.0 Appendices

Ted Wragg Teacher Training Partnership recognises the importance of a rigorous recruitment process to secure sufficient high-quality applicants as trainees on our teacher training programmes. This policy applies to our provider

A. Due Diligence Form

Due Diligence Form

(For example, use this form for candidates with overseas qualifications, or where a degree of 2.2 or less is presented, or where ID or qualification documents require due diligence)

Applicant Name:
<p>1. Right to work in UK evidence – documents seen</p> <ul style="list-style-type: none"> • UK passport/British citizen. • Or birth certificate & national insurance number on HMRC headed paper • Or suitable overseas permit or visa (check on case-by-case, check ok to study full-time, check expiry date not prior to end of course)

<p>2. Certificate/s of Good Conduct (if applicable) required for Enhanced DBS See A-Z country guidance https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants For countries where criminal record checks are not available then the suggested due diligence is to obtain a minimum of 2 overseas working references, check website for information, follow up on references, ensure emails are business emails and any other information which will be useful. Save evidence in trainee folder. (Or follow your own HR DBS policy and guidance).</p>
<p>3. Evidence for GCSE at level 4/C or above or equivalent qualifications required in Maths, English (and Science if applying for primary). English Language Equivalency or GCSE/iGCSE required if qualification was taken overseas as a second language) Qualifications must be of the same depth and breadth as a GCSE. Original documents must be seen and ENIC must be consulted for equivalency. Request: Original documents, certified translations and ENIC certificates.</p>
<p>English:</p> <p>Maths:</p> <p>Science (if required):</p>
<p>4. Certificate confirming applicant's graduate status. (Those with overseas qualifications will need to apply to ENIC to show the equivalency of their certificate. Any equivalent qualification must be one single qualification, not an aggregation of a number of separate qualifications.) N.B: To be equivalent to a UK honours degree, studies must have included an independent study e.g. a dissertation or research project. See Oversea Qualification Guidance notes.</p> <p>Original certificates are required in order to validate an applicant's degree status. However, in the case of recent graduates where there is a delay in receiving the original certificate, written confirmation that the applicant has achieved graduate status from the relevant degree-awarding institution will be acceptable until it is possible to view the original certificate as soon as it is available. This must be seen prior to end of September, any exception to this must be agreed with the SCITT Director & SCITT Administrator (for record keeping).</p>
<p>Original certificate comparable to examples on ENIC website: Yes/No Notes:</p> <p>ENIC statement confirms: Honours/ Ordinary/ does not give classification</p>

Additional information:

5. Interview:

- Date of interview:
- Interview Panel:
- Interview Conclusion:
- Offer made:

6. Student Finance & Bursary or Scholarship payments:

All trainees who are eligible for DfE bursary/scholarship funding, must be approved as eligible to receive Student Finance England funding.

Student finance required: Yes / No

Student finance approved: Yes / No

Does the candidate have the required level of qualifications to receive a bursary / scholarship payment: Yes / No (Note: minimum requirement to be eligible for the bursary includes GCSE English, Maths (and Science if applying for Primary) (level C/4 or above) and Degree (at 2.2 or above))

Bursary / Scholarship to be paid: Y / N

7. Additional Comments

Signed: Partner Lead:

Date:

(Brigshaw / Exeter Consortium / SWTT Secondary / Reach)

Signed: SCITT Director: Carrie McMillan

Date:

Please send this form to the SCITT Director and SCITT Administrator for final approval, along with copies of all candidate documents mentioned in the above form, along with any other supporting evidence. In addition, keep a copy in the candidate's electronic folder.

**B. SCITT CONFIDENTIAL COMPLAINT FORM:
STAGE TWO:**

Personal Information	
Name (in full)	
Date of Application	
Programme of study and subject specialism	
Your contact address	
Telephone number	
Email address	

SUMMARY OF THE INFORMAL STAGE OF YOUR COMPLAINT:

Date of Stage one informal meeting / email exchange:

Name of person involved in the complaint:

Please confirm the date and with whom you had your **last correspondence** from the person who was dealing with this complaint at the informal stage (if applicable):

Date:

Name:

Please attach written confirmation that this matter has been raised informally.

COMPLAINT

Please state clearly why dissatisfaction remains from the informal stage of the complaint.

DESIRED OUTCOME

Please state the outcome you would like to resolve the complaint to your satisfaction.

EVIDENCE

List here any documents that are being attached to support the appeal. Please explain their significance to the appeal	
Document Name	Significance

SUPPORT

<p>Please give the name of any Ted Wragg Teacher training partnership SCITT staff that are supporting (if applicable)</p>

**This form should not be used for academic appeals.
Please keep a copy of this form for your records, plus any material you submit.**

Please send the completed form to the Ted Wragg Teacher Training Partnership SCITT Administrator.

DECLARATION

I believe that the above information is accurate. I confirm that details of this complaint

can be shared with relevant staff and any advisor or representative (if applicable)

SIGNATURE:

PRINT:

DATE: