**MPA Graduate Certificate in Editorial & Production 2019**

**APPLICATION FORM**

Once you have read the Prospectus and Application Guidelines in full please complete this application form (typewritten or printed clearly in black ink) and return it to the MPA (see details on page 3). *NOTE – early bird rate for the course is available until 31 October 2018. Places are limited (maximum 15 students) and will be allocated on a first come first served basis, providing the student meets the admission criteria.*

*The closing date for applications is* ***14th December 2018,*** *although we advise submitting your application as early as possible as the course is likely to be oversubscribed.*

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| --- | --- | --- | --- | --- |
| **PERSONAL DETAILS** | | | | |
| **Surname** |  | **First name** |  | |
| **Home address** |  | | | |
| **Home telephone** |  | **Work telephone** | |  |
| **Mobile** |  | **Email** | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **EMPLOYMENT HISTORY** (most recent first) | | | |
| **Dates** | | **Employer** | **Post title/main duties** |
| From | To |  |  |
|  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EDUCATION, TRAINING & PROFESSIONAL QUALIFICATIONS** (most recent first)  Please include details of any instrumental exams taken. | | | | |
| **Dates** | | **Institution/Organisation** | **Qualification obtained** | **Grade** |
| From | To |  |  |  |
|  |  |

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| **APPLICANT’S STATEMENT**  The statement should set out why the applicant would like to do the course, confirm the level of skills (if not articulated in the Education, Training & Professional Qualifications section above) and what they hope to get out of it.  **Max 500 words** |
| (please continue on and attach additional sheet/s if appropriate) |
| **EMPLOYERS REFERENCE**  ***Note – this is only required for applicants who are employed. Freelancers and unemployed graduates do not need to seek a reference to submit an application.***  The reference should be completed by the applicant’s line manager or equivalent. It should provide an indication of the company’s support for the application (including details of any financial and/or mentoring support which they are prepared to offer the applicant during and after completion of the course).  **Max 500 words** |
| (please continue on and attach additional sheet/s if appropriate) |

|  |  |  |
| --- | --- | --- |
| **SIGNATURES** | | |
| **APPLICANT** | **REFEREE** (if applicable) | |
| I hereby confirm my application for a place on the 2019 MPA Graduate Certificate in Editorial and Production course.    (Applicant’s signature)  Date: ­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name |  |
| Title |  |
| Company |  |
| Address |  |
| Tel |  |
| Email |  |
| Signature | (Referee’s signature) |

Please complete and return this form by post or email to the details below.

**GCEP Course Administrator, Music Publishers Association, 2nd Floor, Synergy House,**

[**114-118 Southampton Row.**](https://maps.google.com/?q=114-118+Southampton+Row.+%0D%0A+London.+WC1B+5AA&entry=gmail&source=g)[**London. WC1B 5AA**](https://maps.google.com/?q=114-118+Southampton+Row.+%0D%0A+London.+WC1B+5AA&entry=gmail&source=g)

**Email:** [**info@mpagroup.com**](mailto:info@mpagroup.com)

A deposit of £150 is required, payable either:

By cheque for £150 made payable to ‘Music Publishers Association Ltd’

I can confirm that a BACS payment for £150 will be credited into the MPA account on \_\_\_\_\_\_\_\_\_\_\_\_\_

(Please make payments to Acc: 07528531, Sort: 18-00-02, Acc Name: Music Publishers Association Ltd)

Should you require an invoice please supply the following information:

Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Invoice Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

You will be notified on whether your application has been successful by no later than 21st December 2019.

Your deposit will be refunded in full if the course does not run or if your application is not successful.