##  Criterion 4: Pre-allocation on the grounds of extraordinary circumstances

**September 2024**

Application form for pre-allocation to foundation school based on personal circumstances

## Criterion 4Extraordinary Circumstances

Applicants must read the “UKFP 2025 Applicant Guide to the Pre-allocation application process” and then complete this form electronically.

There are three parts to this application form.

##### **PART 1: To be completed by applicant**

Fields which have been marked with an “**\***” are mandatory and an answer is required from either the applicant or supporting signatory/medical school. If a field is mandatory and is left blank, the application is likely to be rejected by the national review panel.

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| **Applicant Details** |
| **Last name / Family name \*** |       | **First name \*** |       |
| **Oriel PIN \*** |       |
| **Address \*** (this should be the address in the region you wish to be pre-allocated to, and must match your proof of address) |       |
|  | **Post code \*** |       |
| **Home tel.** |       | **Mobile tel** |       |
| **Email \*** |       |
| **Medical School \*** | Choose an item. If non-UK medical school selected above, please specify:       |
| Foundation school to which you wish to be pre-allocated \*(You cannot specify a specific hospital or location) | Choose an item. |
| **Do you wish to be considered for less than full time (LTFT) training?**(This question is optional. If you aren’t sure yet if LTFT is right for you, please leave this box empty. You will be able to discuss LTFT with your allocated foundation school and apply for it at a later point). | Choose an item. | **Expected % WTE (if known)** |       |

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| **Applicant Supporting Statement \***Please explain what your extraordinary circumstances are and the reason(s) why it is necessary for you to undertake your foundation training in a specific region/foundation school. It must be clear in your statement why this is an absolute requirement, and why another location in the UK would not be suitable for you.Maximum of 1500 characters permitted (including spaces) |
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##### **PART 2: To be completed by Supporting Signatory**

**Statement by an individual who holds a professional role and is in a position of authority in relation to the request. The individual must state that they are in support of an application for pre-allocation to a foundation school on the grounds of extraordinary circumstances.**

Please complete this form electronically.

**This statement must be completed and signed by someone who can confirm that they know the applicant and confirm that the applicant has extraordinary circumstances which requires them to be in a specific location for their foundation training.**

The signatory must:

* be over 18
* be in a professional position of authority in relation to the request
* not be a doctor in training of any grade (up to ST8)
* not be related to the applicant by birth or marriage
* not be in a personal relationship with the applicant
* not live at the same address as the applicant.
* have known the applicant for **1 month or more.** In circumstances where this is not the case, the applicant must provide an explanation as to why their supporting signatory has not known them longer, and why an alternative signatory could not be used to support the application

Please complete and sign the section in **PART 2** of this form and return it to the applicant.

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| **1) Describe the current situation of the applicant and their extraordinary circumstances\***Maximum of 750 characters permitted (including spaces) |
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| **2) Explain why the circumstances of the applicant require them to be in the specified location rather than in another location in the UK and why this is an absolute requirement. \***Maximum of 750 characters permitted (including spaces) |
|       |
| **Details of Supporting Signatory \*** |
| **Last Name / Family Name \*** |       | **First Name \*** |       |
| **Job title /profession \*** |       |
| **Professional relationship with applicant \*** |       |
| **How long have you known the applicant? \*** | (Years) | (Months) |
|       |       |
| **Work address \***(if work address is the same as home address, please explain the reason for this) |       |
|       |
|       |
| **Postcode \*** |       |
| **Email address \*** |       |

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| **Declaration by Supporting Signatory \*** |
| I, the undersigned, confirm that:* I am over 18
* I am not a doctor in training (of any grade up to ST8)
* I am not related to the applicant by birth or marriage
* I am not in a personal relationship with the applicant nor live at the same address
* I have known the applicant for **1 month or more** (and if this is not the case, an explanation has been provided as to why we have not known each other longer and why an alternative signatory could not be used to support the application).
* I have reviewed the pre-allocation application that has been submitted

I confirm that information about the applicant named above is correct and I support the applicant in their application for consideration for pre-allocation to a local foundation school based on personal circumstances due to extraordinary circumstances. |
| **Signature \*** |
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| **Date signed (if not date-stamped signature) \*** |
| Click or tap to enter a date. |

**PART 3: To be read and understood by the applicant**

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| **There is no declaration and signature section for the applicant to sign and date on this application form. The declaration that applicants accept when submitting their main Foundation Programme application on Oriel will apply also to the completion and submission of the pre-allocation application.*** Applicants are advised to read and check the below statements before uploading their pre-allocation application and submitting their foundation programme application on Oriel.
* I have attached all required supporting documentation.
* The information provided in this application is factually correct and in line with the requirements stipulated.
* I acknowledge that I have a professional obligation to be truthful and that if there are any concerns raised over the information provided, these will be raised as potential probity issues.
* I understand that this information will be treated confidentially but give my permission for all the information in this application to be considered by the panel and passed to the receiving foundation school.
* I give my permission for information in this application to be used in anonymised form for review and evaluation of the process and outcomes of foundation training.
* I will declare my pre-allocation based on personal circumstances on my STEP form.

I hereby formally apply for consideration for pre-allocation to the foundation school I have indicated. |
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| **Required Supporting Documents**Proof of address (see appendix 1 in the Pre-allocation guidance for a list of acceptable documents). This must: * match the address provided by you on your application form, which is in the foundation school region that you need to be pre-allocated to
* be in your full name (first name and surname)
* be dated/issued within the last 3 months prior to the close of the national application window (refer to [application timeline](https://foundationprogramme.nhs.uk/programmes/2-year-foundation-programme/ukfp/ukfp-2025-application-timeline/) for this date)
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**Submitting your application form**

You must attach the fully completed application form and all required documents to your Oriel FP application form (in the “Supporting information” section). Do not email any documents related to your pre-allocation application to the UKFPO.

**Please check that all sections of this form have been completed. If you do not supply the required supporting documentation, your application will not be considered.**