

# How to complete your online application form

London Deanery  
Clinical Lectureship  
Training Programmes 2011

# Completing your application form

---

This document provides a guide to completing application forms for recruitment managed by London Deanery to training programmes in 2011.

There are seven sections in this document:

- 1 Before you begin
- 2 Filling in the application form
- 3 Completing the sections
- 4 Submitting your application form
- 5 Appendix A: Guidance notes for completion of the “Supplementary Questions for candidates applying for a Clinical Lectureship as part of Integrated Academic Training”
- 6 Appendix B: Country of origin
- 7 Appendix C: List of nationalities

Please read each section carefully as it contains important information about filling in your application form.

As a precautionary measure, we advise all applicants to save a copy of their application form on an external drive.

**Please note that by submitting your application, you are agreeing to all the terms and conditions as laid out in the application form. Failure to adhere to this guide may result in your application being rejected.**

# 1. Before you apply

---

1. Register with the London Deanery e-recruitment system <https://recruitment.londondeanery.ac.uk/>
2. Ensure you have an up to date email address. Please note – we have noticed that some applicants using ‘rediffmail.com’ email addresses have had issues with emails going to spam or not being received. If you have a ‘rediffmail.com’ account you may choose to use an alternate email supplier. The email address you register with will be the address London Deanery uses to correspond with you.
3. Log-on
4. Search for a vacancy
5. View vacancy details. Where you will find details about the vacancy and recruitment process.
6. Ensure you have the following three documents:
  - i. **This guidance** which is specific to completing the London or London/KSS Unit of Application.
  - ii. **Two person specifications** which describe the attributes by which you will be assessed for each specialty. You will need to review both the specialty specific and generic CL person specifications. As you fill out the application form you are advised to answer the questions and complete the form with reference to the person specification. You will be predominantly assessed on the basis of the essential attributes with desirable attributes being considered when essential attributes have been taken into account. The CL person specifications can be found on the recruitment pages of the London Deanery website.
  - iii. **A shortlisting score sheet** (for information only), which demonstrates how your application will be assessed against the requirements of the person specification. This will be available on the London Deanery online recruitment system as soon as applications open for each specialty.

## 2. Filling in the application form

---

The application form has been specifically designed for London Deanery and will allow you to add to, view, change and save information as you progress through the process.

There are five types of field used in this application form:

### 1. Drop down menus

Click the arrow to the right of the field to display the options

Race Relations (Amendment) Act 2000

\* I would describe my ethnic origin as  
If 'Other', please specify

Employment Equality Regulations 2003

\* Do you live and work in a gender other than that assigned at birth?

\* Please select the option which best describes your sexuality

\* Please indicate your religious belief

Disability Discrimination Act 1995

The Disability Discrimination Act protects disabled people. This includes people with long-term health conditions.

ASIAN OR ASIAN BRITISH - Indian  
[Please select an option]  
ASIAN OR ASIAN BRITISH - Any other Asian background  
ASIAN OR ASIAN BRITISH - Bangladeshi  
ASIAN OR ASIAN BRITISH - Indian  
ASIAN OR ASIAN BRITISH - Pakistani  
BLACK OR BLACK BRITISH - African  
BLACK OR BLACK BRITISH - Any other Black background  
BLACK OR BLACK BRITISH - Caribbean  
MIXED - Any other mixed background  
MIXED - White & Asian  
MIXED - White & Black African  
MIXED - White & Black Caribbean  
WHITE - Any other white background  
WHITE - British  
WHITE - Irish  
OTHER ETHNIC GROUP - Chinese  
OTHER ETHNIC GROUP - Any other ethnic group  
I do not want to disclose my ethnic origin

### 2. Text fields

Open fields with a restricted value, depending on the question.

Dr

John

Smith

### 3. Tick boxes

Selection boxes, to select an option simply click on the corresponding box.

Please list all your medical and dental employment from the present/most recent employment to your Foundation Programme Competences. Please also indicate any employment gaps in your employment history.

If you have previous appointments you MUST complete all fields shown in \* **bold**.

---

I have no previous appointments

---

### 4. Text entry sections

1. What experience of clinical audit do you have? Please state clearly where & when this was undertaken and indicate specifically your role.  
(250 words max)

Word Counter (0)

The open text sections are fixed in both size and font. Your answers must fit within the specified word limit. Depending on the question, you may be able to apply limited formatting to your answer, such as bullets and numbering. You will not be able to save an answer that exceeds the specified word limit.

Please be aware when copying and pasting text that formatting will be removed. If you wish to use formatting in your answers use the options provided in the tool bar above the text entry sections. Review your answer before submitting, as once answers have been submitted they cannot be changed. The system is limited by characters rather than words; the below table breaks down the average number of character per word limit.

Number of characters	Number of words
455	50
910	100
1365	150
1820	200
2275	250
3640	400
7280	800

Please note that users of certain internet browsers including Safari, may experience an inability to view the maximum word count limit for questions with free text answer boxes. Should this be the case in your instance please be aware

that the text box will turn an orange colour once you have exceeded the word limit. Observing the colour of your text box will therefore allow you to discover when you have reached the word limit of your particular question.

Please be aware that numerals are included in the word count. Also note that the following 10 punctuation signs/ symbols are included in the word count:

“ ” ‘ ’ \_ £ & < > ¬

## 5. Radio buttons

You can only select one of the predefined answers.

<p><b>Do you wish to apply for a deferred start date</b> * <b>because you are registered for a higher degree</b>      Yes <input type="radio"/> No <input type="radio"/> (e.g. PhD, MD)?</p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## 3. Completing the sections

---

Please note that **you must complete all sections in full**, as failure to do so may result in your application being rejected. All fields in **bold** and marked with an asterisk (\*) are mandatory fields and must be completed in order to submit your application.

Where word limits are stipulated, applicants should note that they will not be able to enter text beyond the specified limit. When copying text into an answer field from another document (e.g. Word) please ensure you have checked the spelling, formatting and amount of words you are pasting and re-read your answer, as you will not be able to save your answer if it exceeds the specified word limit. If you exceed the word limit the field will be highlighted and you will have to edit the text accordingly.

### **PART ONE:**

- Applicants to multiple vacancies will only need to complete most of ‘part one’ once, excluding the ‘*Application details*’ and ‘*Referees*’ sections. Changes can be made to ‘part one’ of the form for each new application. Please note, any changes made to new application forms will not overwrite the information provided in previously submitted application forms.

- Check that the specialty and level noted at the top of the application status page are the same as the specialty and level that you are applying for.

### **Personal details**

- Complete the personal details requested.
- It is mandatory to include an email address in this section and it should be the same address you used to register with the site. Please note, if you do not supply a valid email address this may result in your application being rejected. Communication from London Deanery will occur via your online recruitment account and via email to your registered email account so you must provide an active email address which you can monitor regularly. Please also check 'spam' or 'junk-mail' to ensure correspondence has not been filtered by your provider. Continue to regularly monitor your email and your online recruitment account. Inform the Deanery of any changes to your contact details, including phone numbers. We strongly recommend that you check your emails and your online recruitment account every 24 hours and a minimum of every 48 hours. Where necessary London Deanery may need to communicate with applicants via telephone and therefore applicants are asked to ensure they regularly monitor their voicemail messages.
- Please note, the contact address you provide in this section will be used at interview as part of the 'proof of identity' check, so you will be asked to bring valid documentation to prove that you live at this address. Please be aware that valid documentation denotes correspondence such as utility bills, bank statements and local authority tax bills addressed to you.

### **Equal Opportunities Monitoring Information**

- As public sector employers, healthcare organisations are required to collect information on equal opportunities. Please complete the section as requested.
- London Deanery is committed to ensuring equal opportunities and we actively encourage applications from people with disabilities. If you are a disabled applicant and would like to request a guaranteed interview, then please email the following address with further details: [confidentialenquiries@londondeanery.ac.uk](mailto:confidentialenquiries@londondeanery.ac.uk) .

### **Eligibility to apply**

- Please refer to the GMC Registration Eligibility webpage prior to applying: [www.gmc-uk.org/doctors/before\\_you\\_apply/registration\\_factsheet.asp](http://www.gmc-uk.org/doctors/before_you_apply/registration_factsheet.asp)
- Provide your GMC / GDC registration number, date of full registration and renewal date.
- If not registered at the time of application then provide details of when you will be eligible to register.

### **Language skills**

- Please complete the first two questions and add in further evidence of English language proficiency if relevant.
- For question 1, please select the country where you obtained your primary medical or dental qualification. The country list is available at Appendix A at the end of this guide.
- If you select 'No' to questions two and three, then you must complete the 'Other' section in order to provide details and evidence of your English language proficiency.
- Additional information on IELTS and English language skills requirements is available on the eligibility guidance section of our website: [www.londondeanery.ac.uk/var/recruitment/specialty-recruitment/application-information/eligibility-guidance](http://www.londondeanery.ac.uk/var/recruitment/specialty-recruitment/application-information/eligibility-guidance)

### **Right to work in the UK**

- Some applicants may be considered before others on the basis of immigration status, in accordance with the UK Border Agency guidelines. If you require Tier 2 Sponsorship in order to take up the offer of a place on a training programme, you will be subject to the Resident Labour Market Test. You will be considered for appointment only if there are no suitable UK/EEA applicants and no migrants applicants with 'no employment restrictions'.
- If shortlisted, applicants will be required to produce their original documents proving the right to work in the UK (such as passport) on the day of their interview.
- Applicants should refer to UK Border Agency website for up to date information regarding the right to work in the UK [www.ukba.homeoffice.gov.uk/](http://www.ukba.homeoffice.gov.uk/).

- In the 'Nationality' box, select your nationality. The nationality list is available in Appendix B at the end of this guide.
- If you select 'No' to questions two and three, you will be asked to complete additional questions. Please indicate which option defines your immigration status, and complete the start and expiry date of your permit.
- You will be asked one or more questions relating to your nationality/visa status. Please answer all questions which are presented to you, until you reach the correct visa status.

### **Criminal Records and Fitness to Practise**

- Read the introduction carefully before completing the boxes in this section.
- Applicants who answer "yes" to one or more of the ten questions listed on the application form under this section must provide **full details** via email to [fitnesstopractise@londondeanery.ac.uk](mailto:fitnesstopractise@londondeanery.ac.uk) by the closing date of application. In this email please indicate clearly the question(s) to which you have provided a positive response, the post which you are applying to and your GMC/GDC number. Failure to do so may result in your application being withdrawn and this must be submitted for each individual application completed, with reference to the specialty / level.
- For further information please read the general guidance on the London Deanery website  
[www.londondeanery.ac.uk/var/recruitment/specialty-recruitment/application-information/eligibility-guidance](http://www.londondeanery.ac.uk/var/recruitment/specialty-recruitment/application-information/eligibility-guidance)

### **Application Details**

- Provide the date you are available to start if you are offered a post.
- Please indicate whether or not you wish to apply for a deferred start date for statutory reasons i.e. ill health, maternity leave.
- Please indicate whether you wish to be considered for less than full time training. Further advice can be found via  
[www.londondeanery.ac.uk/var/flexible-training](http://www.londondeanery.ac.uk/var/flexible-training)

### **Referees**

- Please provide contact details, including email addresses, of three referees who have supervised your clinical training, spanning two years of your employment or undergraduate training. If you are applying for an **Academic** post, one of your referees must be able to provide an academic reference. Further information about the reference process can be found via [www.londondeanery.ac.uk/var/recruitment/specialty-recruitment/references](http://www.londondeanery.ac.uk/var/recruitment/specialty-recruitment/references).
- The field labelled '*Specialty undertaken*' should include the name of the specialty you were working in at the time of your employment.
- One referee must be a current or most recent consultant or educational supervisor. Only one referee can be marked as your current or most recent supervisor. You will not be able to submit your form if you have marked more than one most recent supervisor, or have marked none at all.
- Where providing an '*End date*' for your current post, please leave as blank.
- Ensure you include valid email addresses for referees. This is a mandatory requirement. Please provide NHS email addresses where possible.
- While you are asked to personally request references from your referees and bring these with you to interview, London Deanery will contact a random selection of referees to authenticate references provided.

### Reference Process

- London Deanery will not be contacting your referees for a reference. You will be required to bring your completed references from your referees with you on the day of interview.
- Please let your referees know that you are applying for this post, and that you will be asking them to complete a reference form.
- A reference form to pass to your referees for completion can be downloaded from:  
[www.londondeanery.ac.uk/var/recruitment/specialty-recruitment/references](http://www.londondeanery.ac.uk/var/recruitment/specialty-recruitment/references).
- You must provide completed reference forms from three referees who are able to comment, from experience, on your ability and suitability for the post, as outlined on the NIHR website [www.nihrtcc.nhs.uk/intetacatrain/2011acref](http://www.nihrtcc.nhs.uk/intetacatrain/2011acref)
- Your referees must match those stated on your application form.
- Please ensure these details are correct as you will be unable to begin in post until references are supplied and checked.

- It is your responsibility to ensure that references are provided on the day of your interview. Forms must be handed to London Deanery staff in attendance upon request. References must be in a sealed envelope clearly labelled with your full name.
- A random 20% of references provided will be subject to audit, whereby the authenticity of referee details and content of reference forms will be verified with referees.

## **PART TWO:**

### **Professional Qualifications**

In this section, complete information about your medical / dental school / university. Candidates invited to interview will be required to bring original documentation and copies of qualifications to the interview. For further details on documents required at interview' visit the London Deanery website -

[www.londondeanery.ac.uk/var/recruitment/specialty-recruitment/interviews/documentation-required-for-interview](http://www.londondeanery.ac.uk/var/recruitment/specialty-recruitment/interviews/documentation-required-for-interview)

This section requires you to enter details about your entry qualification, additional undergraduate degrees and qualifications, postgraduate degrees and qualifications, including PhDs, and professional qualifications e.g. FRCA, MRCS, MRCPPath. Failure to list essential entry qualifications is highly likely to lead to your withdrawal from the recruitment.

- To enter qualifications you must first add a school or university. Click on '*Add school / university*'.
- If this was your primary institution please tick the box marked '*Primary institution*'.
- You will then be able to provide details of the institution you attended and the end date of your studies.
- By clicking '*Save and Continue*' you will then be able to add further details about your qualification.
- You should repeat this process for any qualification you have achieved,

- If you have completed multiple qualifications at the same institution, continue to add these in the same section. If you have completed qualifications at a different institution, add these using the *'Add school / university'* button.
- Please note that only one primary institution and primary qualification can be recorded and that the primary qualification should be marked against the primary institution.
- Should you wish to change your primary institution or qualifications associated with it, you will need to delete, rather than edit, the primary institution entry and then re-enter this entry.
- Applicants to OMFS with dual qualification should indicate the MBBS or equivalent as their primary qualification.
- Details of any research or other qualifications that you are currently undertaking should be indicated in the boxes named *'Please give details of any research degree (MD, PhD) currently being undertaken'* or *'Give details of any qualifications you are currently undertaking'*.
- Please note the word limit for each question.
- To *'delete'* a professional qualification, you must click on *'Edit School / University'* and then *'delete'* the school/university. When doing this, you will receive a message stating *'All qualifications associated with this school will be deleted. Are you sure you want to continue?'* Click *'ok'* to proceed and delete the school/university and its associated qualifications. You can then re-enter the school/university and its qualifications, if required.

## **Employment history**

- If you have no employment history, please mark the box stating *'I have no previous appointments'*. Please note your Foundation Training placements are considered part of your employment history and should be listed on your application form in this section. Please list each individual Foundation placement as a separate post.
- Provide details of your career progression and explain any employment gaps of more than 4 weeks duration. Note the word limit of 150 words.
- Provide details of your present or most recent employment, including name, address, position, type of training, appointment dates, length of contract and specialty.

- Confirm the length of your contract, in months and weeks, noting that a maximum of five weeks can be entered into the 'weeks' field.
- Where providing an 'End Date' for your current post, please indicate the date you expect your contract to end.
- Confirm whether the post was as observer, clinical attachment or an unpaid post.
- Confirm whether or not Foundation Competences were achieved in each post.
- Please enter all your medical employment since obtaining your primary medical qualification. There is no limit to the number of employers you can enter. Please start with the most recent post and then add your previous posts.

### **Evidence of Competences and Experience**

In order for you to submit an application for an Academic training programme, you must demonstrate that you have gained the competences for the level to which you are applying and either:

- that you have undertaken a UK Foundation Programme (or in cases where you have not undertaken a UK Foundation Programme, that you have achieved and /or demonstrated Foundation Year Two competences within the last 3 years)

OR

- that you are currently in active clinical or clinical academic practice or in a CT/FTSTA/LAT/ST post or equivalent where attainment of foundation competences was assessed on appointment.

Please ensure that you have read the guidelines regarding Verification of Achievement of Foundation Competency at [www.mmc.nhs.uk/](http://www.mmc.nhs.uk/), before you complete this section and answer each question honestly and accurately. Only standard evidence of achievement of foundation competence will be accepted.

You will be asked a series of questions based on the person specification for the specialty / level you are applying for. Please refer to the relevant person specification and [www.londondeanery.ac.uk/var/recruitment/specialty-recruitment/competences](http://www.londondeanery.ac.uk/var/recruitment/specialty-recruitment/competences) for further information.

As you answer the questions, the form may direct you to take actions such as providing appropriate evidence at the appropriate time. Follow the instructions given for providing evidence and upload this evidence to your application form online if prompted to do so. Failure to do so may result in your application being withdrawn.

Please note - by allowing applicants to progress through stages of the recruitment process, London Deanery has not accepted or confirmed that applicants meet the requisite eligibility requirements in relation to competence and experience. This includes information you may have supplied at the time of application relating to competences and experience.

Applicants may still be withdrawn from the recruitment process at any stage, including after the interviews have taken place, if the evidence pertaining to competence and experience is found to be unsatisfactory by London Deanery.

Applicants may be asked to provide documentation at any stage of the recruitment process, including at the interview stage. Applicants who fail to bring satisfactory evidence to their interview will be given a maximum of 24 hours (excluding weekends and Bank Holidays) to provide this documentation to the London Deanery for review. Failure to do so is extremely likely to result in their application being withdrawn.

Further information, including information on how to submit evidence of competences can be found at:

[www.londondeanery.ac.uk/var/recruitment/specialty-recruitment/competences](http://www.londondeanery.ac.uk/var/recruitment/specialty-recruitment/competences)

### **Questionnaire**

You will be asked a series of questions based on the person specification for the specialty / level you are applying for. Please refer to the relevant person specification for further details. The questions will be grouped under specific section headings. You may be asked questions from the following sections:

- **Experience and Commitment**
- **Clinical Knowledge and Experience**
- **Audit and Management**
- **Academic Achievements**
- **Personal Skills**
- **Commitment to Specialty**

- **Probity**
- **Other Information**

For each section please provide appropriate examples for each question.

Many of the questions under this section are open text fields and are fixed in both size and font. Your answers must fit within the specified word limit. Depending on the question, you may be able to apply limited formatting to your answer, such as bullets and numbering. You will not be able to save an answer that exceeds the specified word limit. For further details, please see Section 4 on page 5 of this guide.

1. What experience of clinical audit do you have? Please state clearly where & when this was undertaken and indicate specifically your role.  
(250 words max)

Word Counter (0)

Please be aware when copying and pasting text that formatting will be removed. If you would like to use formatting in your answers please use the options provided in the tool bar above the text entry sections. Review your answer before submitting, as once answers have been submitted they cannot be changed.

## 4. Submitting your application form

---

This will allow you to spot any omissions you may have made in filling out the form. It will also ensure you have a copy of your application as London Deanery will retain your electronic form online for a limited period of time, not exceeding 12 months, in line with the Data Protection Act 1998.

Ensure that all contact details are correct, including the email address you registered with, as contact from London Deanery will occur primarily via email and your online recruitment account.

By submitting your application, you are agreeing that you have understood this guidance document and you agree to all the London Deanery terms and conditions

associated with recruitment. Failure to fully adhere to this guide may result in your application being rejected.

Once you have submitted your form you will not be able to make further changes. You will receive an email confirming receipt of your application, if you do not receive this within two hours of submitting your form please contact [recruitmentenquiries@londondeanery.ac.uk](mailto:recruitmentenquiries@londondeanery.ac.uk).

In order to ensure a fair, equitable and transparent recruitment process London Deanery has adopted a strict policy on late submissions and these are not permitted. Therefore the online recruitment system has been configured so as not to accept any application submissions once the application deadline has passed. If you fail to submit your application form within the published deadline, you will not be able to submit the application.

As a precautionary measure, we advise all applicants to save a copy of their application form on an external drive. We would also recommend you print a copy of your application form. From the *'My Applications'* page, select *'View Application'* for the vacancy you have submitted. This will display your application form in a new window. Please press the *'Print'* button at the bottom of the page to print your application form.

If, following three unsuccessful login attempts your account is locked an email will be sent to your login address with instructions on how to reactivate it. If you do not receive this email please contact us at [recruitmentenquiries@londondeanery.ac.uk](mailto:recruitmentenquiries@londondeanery.ac.uk).

## Appendix A:

# Guidance notes for completion of the “Supplementary Questions for candidates applying for a Clinical Lectureship as part of Integrated Academic Training”

---

These Guidance Notes are for candidates applying for an NIHR Clinical Lectureship. In addition to the application form please ensure that you meet the criteria in the Person Specification for a Clinical Lectureship and eligibility criteria outlined in the paper ‘Clinical Lectureships: Eligibility, Entry and Exit Points from April 2011’ which can be downloaded from the NIHR Trainee’s Coordinating Centre (NIHR TCC) website at <http://www.nihrtcc.nhs.uk>.

### **Academic Achievement and Professional Qualifications**

#### University (ies) attended

Please provide the name of the university or universities that you have attended with dates where you gained your professional or academic qualifications. For each, please name the Department or School where you were based for your study.

#### Degree/Diplomas

Please provide all the qualifications that you have achieved which you feel are relevant to your application for a Clinical Lectureship. Where a class or grade was associated with your qualification, please provide this information. The date and awarding body of your qualification(s) should also be provided. Please note that original certificates will be requested at interview.

#### Prizes or other academic distinctions

Please list any prizes or academic distinctions (maximum of six) which you have gained and provide the date of award and the awarding body for each.

## **Key and Relevant Academic Achievement**

### Prizes and other academic distinctions

This section gives you the opportunity to provide further detail about the prizes or distinctions you have achieved. Please select those that are relevant to your application for a Clinical Lectureship and briefly describe what you did in order to be recognised with a prize or distinction.

### Describe your PhD research

This section gives you the opportunity to describe the research you completed for your PhD. Please include a brief description of your main findings and the impact these have had. Examples of impact could include:-

- Contribution of research to practice, diagnosis, treatment or management of patients;
- Contribution of research to the understanding of a disease process;
- Changes to a service (e.g. a referral pathway); and translation of a research finding or development into clinical practice (e.g. a diagnostic tool).

Please also give details of the research methods that you used.

### Research training received to date

This section provides you with the opportunity to give details about any other research training you have received to date. Please give brief details of any training courses or projects that you have been involved with.

### Publications

Please list all your publications. Please note that short-listed candidates will be required to provide copies of their peer-reviewed publications at interview.

### Presentations/posters

Please provide details of any posters or presentations you have given at both national and international conferences. Please make it clear which are national and which are international.

### **Other Relevant Experience**

#### Teaching experience

Please describe any experience you have of teaching and indicate where this is relevant to research. You may also include examples outside of medicine.

#### Management or leadership

Please give examples and brief details of the experience you have had of developing your management or leadership skills.

### **Aims, Career Objectives and Commitment to a Career in Academic Medicine**

#### Medium and long-term career goals

Please indicate your medium and long-term goals in relation to academic medicine. You might wish to say what you are aiming to be doing in 5 and 10 years time.

#### Managing completion of clinical training

Please use this section to describe how you will manage the completion of your clinical training alongside your academic development. Please provide a timetable of your plans.

#### Support from Host Department

Please explain how the host department offering the Clinical Lectureship you have chosen will support your research aims and career objectives.

### **Any further information**

Please use this section to provide information which might support your application that has not been covered elsewhere on the form. Please describe the skills and attributes that you feel you have which make you a suitable candidate for a Clinical Lectureship.

## Appendix B:

### Country of origin

---

Afghanistan	Brazil
Albania	British Indian Ocean Territory
Algeria	Brunei Darussalam
American Samoa	Bulgaria
Andorra	Burkina Faso
Angola	Burundi
Anguilla	Cambodia
Antarctica	Cameroon
Antigua and Barbuda	Canada
Argentina	Cape Verde
Armenia	Cayman Islands
Aruba	Central African Republic
Australia	Chad
Austria	Chile
Azerbaijan	China
Bahamas	Christmas Island
Bahrain	Cocos (Keeling) Islands
Bangladesh	Colombia
Barbados	Comoros
Belarus	Congo (Republic of)
Belgium	Cook Islands
Belize	Costa Rica
Benin	Côte d'Ivoire
Bermuda	Croatia
Bhutan	Cuba
Bolivia	Cyprus
Bosnia & Herzegovina	Czech Republic
Botswana	Denmark
Bouvet Island	Djibouti
	Dominica
	Dominican Republic
	East Timor
	Ecuador

Egypt	Iraq
El Salvador	Ireland
Equatorial Guinea	Israel
Eritrea	Italy
Estonia	Jamaica
Ethiopia	Japan
Falkland Islands (Malvinas)	Jordan
Faroe Islands	Kazakhstan
Fiji	Kenya
Finland	Kiribati
France	Kosovo
French Guiana	Kuwait
French Southern Territories	Kyrgyzstan
Gabon	Lao Peoples Democratic Republic
Gambia	Latvia
Georgia	Lebanon
Germany	Lesotho
Ghana	Liberia
Gibraltar	Libyan Arab Jamahiriya
Greece	Liechtenstein
Greenland	Lithuania
Grenada	Luxembourg
Guadeloupe	Macau
Guam	Macedonia
Guatemala	Madagascar
Guinea	Malawi
Guinea Bissau	Malaysia
Guyana	Maldives
Haiti	Mali
Heard and McDonald Islands	Malta
Honduras	Marshall Islands
Hong Kong	Martinique
Hungary	Mauritania
Iceland	Mauritius
India	Mayotte
Indonesia	Mexico
Iran (Islamic Republic)	

Micronesia (Federated States of)	Romania
Moldova	Russian Federation
Monaco	Rwanda
Mongolia	Saint Kitts and Nevis
Montserrat	Saint Lucia
Morocco	Saint Vincent and the Grenadines
Mozambique	Samoa
Myanmar	San Marino
Namibia	San Torne and Principe
Nauru	Saudi Arabia
Nepal	Senegal
Netherland Antilles	Seychelles
Netherlands	Sierra Leone
New Caledonia	Singapore
New Zealand	Slovakia (Slovak Republic)
Nicaragua	Slovenia
Niger	Solomon Islands
Nigeria	Somalia
Niue	South Africa
Norfolk Islands	South Georgia and South Sandwich Islands
North Korea	South Korea
Northern Mariana Islands	Spain
Norway	Sri Lanka
Oman	St Helena
Pakistan	St Pierre and Miquelon
Palau	Sudan
Palestinian Territory (Occupied)	Suriname
Panama	Svalbard and Jan Mayen Islands
Papua New Guinea	Swaziland
Paraguay	Sweden
Peru	Switzerland
Philippines	Syrian Arab Republic
Pitcairn	Taiwan
Poland	Tajikistan
Portugal	Tanzania
Puerto Rico	Thailand
Qatar	
Reunion	

Togo  
Tokelau  
Tonga  
Trinidad and Tobago  
Tunisia  
Turkey  
Turkmenistan  
Turks and Caicos Islands  
Tuvalu  
Uganda  
Vanuatu  
Vatican City State (Holy See)  
Venezuela  
Vietnam  
Virgin Islands (British)  
Virgin Islands (U.S.)  
Wallis and Futuna Islands  
Western Sahara  
Yemen  
Yugoslavia  
Zambia  
Zimbabwe  
Ukraine  
United Arab Emirates  
United Kingdom  
United States of America  
United States Minor Outlying Islands  
Uruguay  
Uzbekistan

## Appendix C:

### List of Nationalities

Afghan	Cambodian
Albanian	Cameroonian
Algerian	Canadian
American	Cape Verdean
Andorran	Central African
Angolan	Chadian
Antiguans	Chilean
Argentinean	Chinese
Armenian	Colombian
Australian	Comoran
Austrian	Congolese
Azerbaijani	Congolese
Bahamian	Costa Rican
Bahraini	Croatian
Bangladeshi	Cuban
Barbadian	Cypriot
Barbudans	Czech
Batswana	Danish
Belarusian	Djibouti
Belgian	Dominican
Belizean	Dutch
Beninese	East Timorese
Bhutanese	Ecuadorean
Bolivian	Egyptian
Bosnian	Emirian
Brazilian	Equatorial Guinean
British	Eritrean
Bruneian	Estonian
Bulgarian	Ethiopian
Burkinabe	Fijian
Burmese	Filipino
Burundian	Finnish
	French

Gabonese	Libyan
Gambian	Liechtensteiner
Georgian	Lithuanian
German	Luxembourger
Ghanaian	Macedonian
Greek	Malagasy
Grenadian	Malawian
Guatemalan	Malaysian
Guinea-Bissauan	Maldivan
Guinean	Malian
Guyanese	Maltese
Haitian	Marshallese
Herzegovinian	Mauritanian
Honduran	Mauritian
Hungarian	Mexican
I-Kiribati	Micronesian
Icelander	Moldovan
Indian	Monacan
Indonesian	Mongolian
Iranian	Moroccan
Iraqi	Mosotho
Irish	Motswana
Israeli	Mozambican
Italian	Namibian
Ivorian	Nauruan
Jamaican	Nepalese
Japanese	Netherlander
Jordanian	New Zealander
Kazakhstani	Ni-Vanuatu
Kenyan	Nicaraguan
Kittian and Nevisian	Nigerian
Kuwaiti	North Korean
Kyrgyz	Northern Irish
Laotian	Norwegian
Latvian	Omani
Lebanese	Pakistani
Liberian	Palauan

Panamanian	Tanzanian
Papua New Guinean	Thai
Paraguayan	Togolese
Peruvian	Tongan
Polish	Trinidadian or Tobagonian
Portuguese	Tunisian
Qatari	Turkish
Romanian	Tuvaluan
Russian	Ugandan
Rwandan	Ukrainian
Saint Lucian	Uruguayan
Salvadoran	Uzbekistani
Samoan	Venezuelan
San Marinese	Vietnamese
Sao Tomean	Yemenite
Saudi	Zambian
Senegalese	Zimbabwean
Serbian	
Seychellois	
Sierra Leonean	
Singaporean	
Slovakian	
Slovenian	
Solomon Islander	
Somali	
South African	
South Korean	
Spanish	
Sri Lankan	
Sudanese	
Surinamer	
Swazi	
Swedish	
Swiss	
Syrian	
Taiwanese	
Tajik	