

Work Experience Placement Application Form

School / College / University Students aged 14 – 29

V17 02/01/19



Sandwell Council's Work Experience Scheme

Please return completed applications to:

Work Experience Team
Think Local Team,
1st Floor Oldbury Council House,
Freeth Street,
Sandwell,
B69 3DE

Email: Work_Experience@sandwell.gov.uk

Section 1 – Students to complete

Section 2 – School coordinator to complete

Please write using **black** ink.

Forms must be completed in full using **BLOCK CAPITALS**.

All signatures are required.

If under the age of 18, Parents/Guardian to sign Section 1 Part 7

You will be notified if a placement is available approximately 8 weeks after submitting your application form.

Please ensure you have completed all sections as we are unable to process incomplete applications.

For further assistance please contact the work experience team.

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Section 1 – Students to complete

Date of work experience: From: _____ To: _____

Do you currently live and/or study in Sandwell? Yes No

Part 1 - Personal Details

Forename(s):

Surname:

Address:

Postcode:

Date of birth:

Age:

Email:

Contact number:

Part 2 - Education

School Name and Address

Postcode:

Telephone:

Part 3 – Emergency Contact

Name and Address

Postcode:

Telephone:

Part 4 - Pre-agreed placements

Please complete the following if a placement has already been agreed by Sandwell Council.

Council employee name:

Email:

Telephone:

Location of placement:

Date of placement:

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Part 5 - Work Area

From the categories below, please indicate your 3 work choices, 1 being your 1st preference

1 e.g. Reception Duties

2

3

If the 3 options you have chosen are unavailable, are you prepared to accept an alternative?

Yes No

Category	Work Choice
Administration	1. General administration
Adults	1. Adult social care
Children's – Learning services	1. Administration and support 2. Parent support team 3. School organisation and development 4. Attendance and prosecution service (16+)
Cultural Services	1. Libraries
Customer Services	2. Reception Duties
Construction	1. Clerk of works 2. Carpentry 3. Plumbing 4. Building Surveyors 5. Plastering, 6. Gas engineers 7. Multi trade 8. Bricklaying 9. Painting and decorating

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Design and Maintenance	<ol style="list-style-type: none">1. Multi- disciplinary design including: Architecture, Landscape Architecture, Structural engineering, Quantity Surveying2. Asset Management
Environmental health, Trading Standards and Housing Quality	<ol style="list-style-type: none">1. Business regulations2. Environmental protection3. Trading Standards4. Housing
Finance	<ol style="list-style-type: none">1. Accountancy and Procurement2. Audit and Revenues and Benefits3. Finance administration
Health and Wellbeing	<ol style="list-style-type: none">1. Public Health
Hospitality	<ol style="list-style-type: none">1. Cleaning and caretaking
Human Resources	<ol style="list-style-type: none">1. Human Resources Development
ICT	<ol style="list-style-type: none">1. Service Desk2. Networks3. Mobile Support4. Project Management
Legal and governance	<ol style="list-style-type: none">1. Legal administration2. Committee administration3. Elections4. Registration of births, deaths and marriages5. Administration of funerals and memorials
Operational	<ol style="list-style-type: none">1. Transport2. Travel training3. Horticulture/Gardening4. Stores and warehousing5. Countryside ranger6. Grounds maintenance* (See below)7. Waste services (18+)8. Patrolling services (18+)

* Please note: If you wish to do grounds maintenance and are under the age of 18, any placement offered will be based within Sandwell's Crematoriums and Cemeteries.

Part 6 - Qualifications

If you have not yet taken your exams, please provide predicted grades

Subject	Type of qualification	Grade (or predicted)	Year taken / to be taken
e.g. English	GCSE	Predicted C	June 2016

Why do you want a work experience placement with Sandwell Council?

Considering the choices you have made, what are you aiming to gain from your work experience?

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What skills do you have in ICT and what software packages are you comfortable using?

What are your hobbies and interests?

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Please answer the following questions about yourself to help us make sure that the services are delivered fairly to everyone and assess whether all sections of the community are equally satisfied with our service.

Part 7 - Ethnicity (Please tick)

White

- English/Welsh/Scottish/Northern Irish/British
- Gypsy or Irish Traveller
- Irish
- Other white background, please write:

Mixed or Multiple Ethnic Groups

- White and Asian
- White and Black Caribbean
- White and Black African
- Other Mixed/Multiple Ethnic background, please write:

Asian or Asian British

- Bangladeshi
- Chinese
- Indian
- Pakistani
- Sikh
- Other Asian background, please write:

Black or Black British

- African
- Caribbean
- Other Black background, please write:

Other Ethnic Group

- Arab
- Other background, please write:

Gender (Please tick)

Female

Male

Transgender

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Disability

Sandwell Council is an equal opportunities employer. The Equality Act defines a person as having a disability if he/she “has a physical or mental impairment which has a sustainable and long-term adverse effect on his/her ability to carry out normal day to day activities”

Do you consider yourself to have a disability? Yes No

Do you require any adjustments to support your work placement?

Yes, please specify below No Prefer to discuss 1-1

Wherever possible and reasonable we will make adjustments and offer alternatives to help a young person with a disability throughout the placement process.

Do you have a prosecution or have you ever been convicted at a court or issued a caution, reprimand or warning by the Police for any offence?

Yes No

If yes, please give date(s) of conviction, caution, reprimand or warning(s) and brief details.

Date(s)	Details

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Part 8 - Permissions

There may be occasions when you are asked to travel alone with council staff in vehicles at any site across the borough and outside of the borough.

Do you give your consent for this? Yes No

There may be occasions where you are asked to have your photo taken. This could be used for promotion or marketing material.

Do you give your consent for this? Yes No

I confirm that the details I have provided are accurate and correct.

I note that the information on this application form will be held no longer than necessary and may be further processed or verified in accordance with the Data Protection Act 1998.

If under 18, parent/guardian to sign

Signature

Date

Section 2 – School coordinator to complete

Part 1 - Coordinator Authorisation

Name:

Email:

Direct Telephone number:

Does this young person have a statement of special needs? Yes No

Does this young person have Education Health Care Plans/Learning Disability Assessment?

Yes No

If yes, please provide a copy.

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Does this young person require any needs/support?

Yes

No requirements whilst on placement?

If yes, please give details:

Signed:

Date:

Personal Information

Your personal information/data will be used internally within the council to process your application and for the purposes of securing and providing you with a placement if you are successful. The council will not share your personal data with third parties unless required to do so by law.

The contact details you provide will only be used to contact you in relation to progressing your application and for the purposes of your placement.

The work experience scheme will only hold onto your personal data for a maximum of 18 months from the date of receipt of your application for administration purposes and will be deleted after this period.