

## Private Work Experience Application Form

Please complete all sections A – F and then return to Learning to Work

### Section A – Personal Details (to be completed by the applicant)

Student Name		Form Group		Date of Birth	
Male/Female		Home Address			
Town		Postcode		Home Tel No.	
Parent/Guardian Name				Tel No.	
				Mobile	
Parent/Guardian Email Address					

### Section B – Details about you (to be completed by the applicant)

Please provide further information to help us match you to a suitable placement

Please list subjects you are taking at School:					
What are your favourite subjects?					
Details of existing qualifications OR qualifications gained outside of School (including college courses):					
Please provide details of what you want to do when you leave School either in education or employment:					
Please provide information of any hobbies or interests you have:					

### Section C – About your work experience placement (to be completed by the applicant)

In this section we would like you to think about skills you already have or skills that you would like to gain from your work experience. Remember work experience is NOT necessarily about your future career, think about what you are good at/what you enjoy doing or what skills you would like to improve when completing the boxes below.

**Please select 3** of the following employment areas that you think you would be suited to working in, number in importance - **1 being most important**.

Administration/Office Work		Animal Care		Banking/Accounts	
Construction		Catering		Care Work for the elderly or special needs	
Childcare/Education		Greenkeeping/Gardening/Forestry		Hair and Beauty	
Hotel/Travel and Tourism		I.T.		Law/Solicitors	
Mechanics/Engineering		Retail and Sales		Sports and Leisure	
Healthcare		Other:		Other:	

Please select which of the following categories you would like your work experience to involve, cross any you do not wish to do. This will help us match you to a suitable placement.

Working inside		Working outside		Team Work	
Organising & planning		Practical work/working with tools		Customer Services	
Using the telephone		Working with computers		Using writing skills	
Working with numbers		Working independently		Using creative skills	
Problem solving		Physical work		Caring for People/Children	

**Section D – Travel (to be completed by the applicant)**

Please indicate whether you would prefer priority to be given to:

a)	A placement closer to home	
b)	A placement further from home but more suited to your interest	

<b>How would you be able to get to a work experience placement? Please cross out those which do not apply:</b>				
Car	Bus	Train	Walk	Bicycle
<b>Which of the following areas would you be able to get to? Please cross out those which do not apply:</b>				
Ascot	Burnham	Colnbrook	Cookham	Datchet
Eton	Langley	Maidenhead	Old Windsor	Slough
Slough Trading Estate	Taplow	Windsor		

**Section E – Finding your own placement – (to be completed by the Employer)**

If you know someone who is able to offer you a suitable work experience placement, please ask them to complete the following details to confirm this for you:

Company Name		Telephone No.	
Address			
Postcode		Email Address	
Name of person who has agreed this placement			
Job Title		Mobile No.	
Please provide brief details of what the placement will entail e.g. general office duties:			
Total No. of employees on site:		Are you a lone worker? (Please indicate)	YES/NO
<b><u>Employer's Liability Insurance</u></b>			
Name of Insurance Company		Policy No.	
Date of expiry of insurance		Does the policy cover students on work experience?	YES/NO
Signature of person who has agreed to this placement (This form will be returned to you if not signed)			Date
Is the Student related to the person offering this placement? Yes/ No. If yes, what is the relationship			
<b>Please Note: If you agree to take on a work experience student then you may be required to have a pre-placement health and safety visit and you will be contacted in due course</b>			

**Section F – Please check all the above details and sign below (Student and Parent to complete)**

The information you have provided will help Learning to Work and your School arrange a suitable work experience placement for you. **You and your parent/guardian must sign your form.**

**Student:**

I agree to take part in the work experience scheme. I agree to observe all working practices and regulations laid down to me by the employer, including adhering to the Health and Safety at Work Act 1974	Signed: Date:
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<b>Please give details of any medical conditions or special educational needs that the employer will need to be made aware of, please attach a separate sheet if necessary. This information is essential.</b>	
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**Parent/Guardian**

I agree that I have read and understood the information to parents. I understand that if my child obtains a placement outside of Berkshire there could be a charge which may be passed on to me from the School.	Signed: Name: Date:
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