

## Private Placement Work Experience Application Form

School Name: **SCHOOL NAME**

Work experience dates from: **WORK EXPERIENCE DATE**

Please complete all sections A – F before returning to your School by: (\*\*)

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

Student Name				Date of Birth	
Male / Female		First Language		Form Group	
Home Address (including Post Town)					
Postcode		Mobile			
Parent/Guardian Name (please print)				Home 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.

**What to do here:** - Listed below are 14 *Employment Areas*. Please choose at *least* 3 *Employment Areas* that you are interested in exploring, then within each area indicate your preferred option by numbering 1, 2 or 3 (no 1 being most important). *Example for Area 6 - KS1 = 1, KS2 = 2, Nursery = 3*

EMPLOYMENT AREAS - 1 to 14																										
<p><b>AREA 1:</b></p> <p>IT &amp; Administration Work:</p> <table border="1"> <tr><td>I.T</td><td></td></tr> <tr><td>Office</td><td></td></tr> </table>	I.T		Office		<p><b>AREA 2:</b></p> <p>Animal Care:</p> <table border="1"> <tr><td>Domesticated animals</td><td></td></tr> <tr><td>Horses (any riding experience?)</td><td></td></tr> <tr><td>Vets</td><td></td></tr> </table>	Domesticated animals		Horses (any riding experience?)		Vets		<p><b>AREA 3:</b></p> <p>Finance:</p> <table border="1"> <tr><td>Banking</td><td></td></tr> <tr><td>Accounts (department/company)</td><td></td></tr> </table>	Banking		Accounts (department/company)											
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<p><b>AREA 4:</b></p> <p>Construction:</p> <table border="1"> <tr><td>Carpentry</td><td></td></tr> <tr><td>Electrical</td><td></td></tr> <tr><td>Plumbing</td><td></td></tr> <tr><td>Painting/Decorating</td><td></td></tr> </table>	Carpentry		Electrical		Plumbing		Painting/Decorating		<p><b>AREA 5:</b></p> <p>Catering:</p> <table border="1"> <tr><td>Café</td><td></td></tr> <tr><td>Kitchen</td><td></td></tr> <tr><td>Restaurant</td><td></td></tr> </table>	Café		Kitchen		Restaurant		<p><b>AREA 6:</b></p> <p>Childcare/Education:</p> <table border="1"> <tr><td>Nursery (0 – 4 years)</td><td></td></tr> <tr><td>Foundation (4 -5 years)</td><td></td></tr> <tr><td>KS1 (5 - 7 years)</td><td></td></tr> <tr><td>KS2 (7 – 11 years)</td><td></td></tr> <tr><td>Special Educational Needs</td><td></td></tr> </table>	Nursery (0 – 4 years)		Foundation (4 -5 years)		KS1 (5 - 7 years)		KS2 (7 – 11 years)		Special Educational Needs	
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<p><b>AREA 10:</b></p> <p>Legal:</p> <table border="1"> <tr><td>Solicitors/Law</td><td></td></tr> </table>	Solicitors/Law		<p><b>AREA 11:</b></p> <p>Mechanics/Engineering:</p> <table border="1"> <tr><td>Garage</td><td></td></tr> <tr><td>Engineering (please specify which type)</td><td></td></tr> </table>	Garage		Engineering (please specify which type)		<p><b>AREA 12:</b></p> <p>Retail and Sales:</p> <table border="1"> <tr><td>Clothes</td><td></td></tr> <tr><td>Electronics/IT</td><td></td></tr> <tr><td>Shoes</td><td></td></tr> <tr><td>Supermarket</td><td></td></tr> </table>	Clothes		Electronics/IT		Shoes		Supermarket											
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Please tick which of the following categories you would like your work experience to involve, cross out those that you do not wish to do. This will help us match you to a suitable placement.

Working inside	Working outside	Team Work
Working Independently	Organising & Planning	Practical Work /Work with Tools
Physical Work	Talking to Customers	Using the Telephone
Working with Computers	Using Writing Skills	Working with Numbers/Figures
Using Creative Skills	Problem Solving	Caring for People
Working with Children	Working with Animals	

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

<b>How are you able to get to your work experience placement? If you are walking or cycling please state what distance/amount of time you are prepared to walk or cycle. Please <u>circle</u> those that apply:</b>				
Car	Bus	Train	Walk (distance in miles)	Bicycle (distance in miles)
<b>Please circle the following areas would you be able to travel to for your work placement, you can select as many as you like. Please cross out those which do not apply:</b>				
<b>Berkshire (Slough &amp; Royal Borough of Windsor &amp; Maidenhead)</b>				
Ascot	Burnham	Colnbrook	Cookham	Datchet
Eton	Iver	Langley	Maidenhead	Old Windsor
Slough	Slough Trading Est	Taplow	Windsor	
<b>Berkshire (Bracknell &amp; Wokingham)</b>				
Binfield	Bracknell	Crowthorne	Finchampstead	Sandhurst
Sunninghill	Sunningdale	Warfield	Winkfield	Wokingham
<b>Berkshire (Reading)</b>				
Bradfield	Burghfield	Earley	Pangbourne	Reading
Shinfield	Sonning	Spencers Woods	Theale	Tilehurst
Twyford	Whitley	Winnersh	Woodley	
<b>Middlesex &amp; London</b>				
Ealing	Hayes	Heathrow	Hillingdon	Ickenham
Ruislip	Southall	Uxbridge	West Drayton	
<b>Staines</b>				
Egham	Staines	Virginia Waters	Wraysbury	

**Section E – Finding your own placement**

If you are thinking of arranging your own work experience placement put a tick here:

Please get the separate Own Placement Form completed by the relevant company and return it to school as soon as possible.

**If you choose to arrange an own placement which is outside of Learning to Works area of operation you may incur an additional fee, please speak with the School's Work Experience Co-ordinator for further details.**

**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 this 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:

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.	
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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 the Learning to Work operational area a fee may be payable. I also confirm that I am happy with the travel arrangements indicated above.	Signed:
	Name:
	Date:

**Interviewer Comments only:**

Please score on a level of 1 – 5 , where 1 is good and 5 is poor (please tick)

Appearance		Communication	
Attitude and Behaviour		Punctuality	
Body Language			

**School Comments only (please include any medical conditions/special education needs, please use an additional sheet if required:**