**Sandwell Council’s Work Experience Scheme**

**Please return completed applications to:**

Work Experience Team Email: Work\_Experience@sandwell.gov.uk

Employment & Skills

Oldbury Council House,

Freeth Street,

Sandwell,

B69 3DE

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.

**Parents/Guardian to sign Section 1 Part 8**

You will be notified of the outcome of your application.

**Please ensure you have completed all sections including the date the placement is required. If the form is not completed in full, we will NOT process it.**

For further assistance please contact the work experience team.

**Section 1 – Students to complete in full**

**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:** |  | |  |

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| **Part 2 - Education** |  |
| **School Name and Address** |  |
| **Postcode:** | **Telephone:** |

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| **Part 3 – Emergency Contact** |  |
| **Name and Address** |  |
| **Postcode:** | **Telephone:** |

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| **Part 4 - Pre-agreed placements**  Please complete the following if a placement has already been agreed by a Sandwell Council team. |
| **Council employee name:** |
| **Email:** |
| **Telephone:** |
| **Location of placement:** |
| **Dates of placement:** |

**Part 5 - Work Area**

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

1 e.g. Customer Services

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 |
| **Adult Social Care** | 1. Day Centres  2. Residential homes |
| **Children and Learning Services** | 1. Youth Service  2. Employment and Skills  3. SAFL (Sandwell Adult & Family Learning)  4. Education support Services |
| **Libraries** | 1. Libraries – various across the Borough  2. Museums |
| **Customer Services** | 1. Customer Services |
| **Construction** | 1. Multi-Trade  2. Gas engineers  3. Painting and decorating |
| **Urban Design and Building Services** | 1. Multi- disciplinary design including Architecture,  Landscape Architecture, Structural engineering,  Quantity Surveying |
| **Environmental health,**  **And Trading Standards** | 1. Business regulations  2. Environmental protection  3. Trading Standards |
| **Finance and Procurement** | 1. General Finance |
| **Public Health** | 1. Public Health and wellbeing |
| **Farm** | 1. Animal Care  2. Hospitality |
| **Human Resources** | 1. Human Resources Development |
| **ICT and Communications** | 1. ICT  2. Communications |
| **Legal and Governance** | 1. Legal administration  2. Registration of births, deaths and marriages  3. Administration of funerals and memorials |
| **Operational Services** | 1. Horticulture  2. Gardening  3. Cemeteries |
| **Regeneration** | 1. Planning  2. Business Services |
| **Housing** | 1. Income Management  2. Tenancy Services |
| **Community Partnerships Team** | 1. Community Development Outreach |

**Part 6 - Qualifications**

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| **Subject** | **Type of qualification** | **Grade (or predicted)** | **Year taken / to be taken** |
| e.g. English | GCSE | Predicted 5 | June 2023 |
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If you have not yet taken your exams, please provide predicted grades.

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| Why do you want a work experience placement with Sandwell Council and what would you like to gain? |
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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? |
|  |

**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.**

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| **Part 7 - Ethnicity (Please tick)** |
| ☐ English/Welsh/Scottish/Northern Irish/British  ☐ Gypsy or Irish Traveller  **White** ☐ 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: | |  |
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| **Gender (Please tick)** | |  |  |
| ☐ Female ☐ Male ☐ Transgender ☐ Non-Binary    ☐ Prefer not to say | | | |

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| **Care Experienced – including in Foster Care (Please tick)** |
| ☐ Yes ☐ No ☐ Prefer not to say  **Do you require any adjustments to support your work placement?**  ☐ Yes, please specify below ☐ No ☐ Prefer to discuss 1-1 |

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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 ☐ Prefer not to say  **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.*** |

**Part 8 - Permissions**

There may be occasions when you are asked to travel independently or 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.*

**Parent/guardian to sign**

**Signature Date**

**Section 2 – School Coordinator to complete**

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| **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****.*

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.