

Work Experience Placement Application Form

School / Post 16 Students aged 14 – 24

V18 01/09/23



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.

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, 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 a Sandwell Council team.

Council employee name:

Email:

Telephone:

Location of placement:

Dates 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. 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
Customer Services	1. Customer Services
Construction	1. Carpentry 2. Plumbing 3. Plastering, 4. Gas engineers 5. Multi trade 6. Bricklaying 7. Painting and decorating
Urban Design and Building Services	1. Multi- disciplinary design including: Architecture, Landscape Architecture, Structural engineering, Quantity Surveying

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Environmental health, And Trading Standards	<ol style="list-style-type: none">1. Business regulations2. Environmental protection3. Trading Standards
Finance and Procurement	<ol style="list-style-type: none">1. Accountancy and Procurement2. Audit and Revenues and Benefits3. Finance administration
Public Health	<ol style="list-style-type: none">1. Public Health and wellbeing
Farm	<ol style="list-style-type: none">1. Animal Care2. Hospitality
Human Resources	<ol style="list-style-type: none">1. Human Resources Development
ICT and Communications	<ol style="list-style-type: none">1. ICT2. Communications
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 Services	<ol style="list-style-type: none">1. Horticulture/Gardening/Cemeteries2. Store and Warehousing3. Cleaning and Caretaking4. Fleet Services5. Countryside Ranger
Regeneration	<ol style="list-style-type: none">1. Planning2. Transport3. Business Support

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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 5	June 2023

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?

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	<input type="checkbox"/> English/Welsh/Scottish/Northern Irish/British
	<input type="checkbox"/> Gypsy or Irish Traveller
	<input type="checkbox"/> Irish
	<input type="checkbox"/> Other white background, please write:

Mixed or Multiple Ethnic Groups	<input type="checkbox"/> White and Asian
	<input type="checkbox"/> White and Black Caribbean
	<input type="checkbox"/> White and Black African
	<input type="checkbox"/> Other Mixed/Multiple Ethnic background, please write:

Asian or Asian British	<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Chinese
	<input type="checkbox"/> Indian	<input type="checkbox"/> Pakistani
	<input type="checkbox"/> Sikh	
	<input type="checkbox"/> Other Asian background, please write:	

Black or Black British	<input type="checkbox"/> African
	<input type="checkbox"/> Caribbean
	<input type="checkbox"/> Other Black background, please write:

Other Ethnic Group	<input type="checkbox"/> Arab
	<input type="checkbox"/> Other background, please write:

Gender (Please tick)

<input type="checkbox"/> Female	<input type="checkbox"/> Male	<input type="checkbox"/> Transgender	<input type="checkbox"/> Prefer not to say
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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.

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

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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.

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.