

Pre-Application for Work experience Questionnaire

To be completed on line by the student in conjunction with relevant School/College/Academy or, to be downloaded, completed and returned manually

Section 1 (not sure if sections will be on the on-line form) Student to complete

Student Personal Contact Details:	
Title:	Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Other <input type="checkbox"/>
First name:	
Surname:	
Home phone number:	
Mobile phone number:	
Email address:	
Address 1:	
Address 2:	
Town / City:	
County:	
Post code:	
Date of Birth:	
Next of Kin/Emergency Contact Name	
Next of Kin/Emergency Contact Telephone Number	
Next of Kin – Relation to you	
Do you require any special aids or adaptations to enable you to carry out your work experience placement?	If yes, please provide further information.

Section 2 – Student to complete

Education
Name and location of School / College / Academy
Subjects/Course being studied
Name of Tutor School & Contact details: phone number/email address:

Section 3 Please complete and agree the following details with your School/College/Academy

Available Dates	
Please list the preferred dates that you are available for work experience. Please give two alternatives. (NB: Placements will take place in June)	
Start	Finish
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Start	Finish
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>



Duration of work experience	
How long would you prefer your work experience to last?	
1 week	<input type="checkbox"/>
2 weeks	<input type="checkbox"/>
Other (please state)	
Please state your reasons for wanting work experience with Central Bedfordshire Council:	
This will be free text box on line	
What are your career aspirations/interests for the future?	
This will be free text box on line	

Which department/Location would you like to work in and why?

We cannot guarantee that your first choice placement will be available and therefore please state first and second choice service areas from the list below:

Service Area	Location
• Human Resources	• Chicksands/Dunstable
• Information Technology	• Chicksands
• Legal	• Chicksands
• Children's Services*	• Dunstable
• Sustainable communities	•
• Finance	• Chicksands / Dunstable
• Marketing	•
• Audit	•
• Social Care*	• Dunstable
• Health & Housing	• Dunstable

*subject to availability - these are all subject to change

NB: When choosing your work experience placement, you must ensure that you are able to arrange your own transport to get to the location of your placement.

First choice

Service Area:

Location:

Why do you want your placement to be in this service area?

This will be free text box



Second choice

Service Area:

Location:

Why do you want your placement to be in this service area?

This will be free text box

What goals do you hope to get out of your work experience placement with Central Bedfordshire Council?

This will be free text box

How did you hear about the work experience placement?

- **School**
- **Family/friend**
- **Internet search: which web site:**
- **Other (please state)**

**What are your hobbies, interests outside of School, College, Academy?
If you belong to any clubs, please state here**



Have you received/seen the Work Experience Handbook?	Yes	No
If no, please go on line at xxxxxxxxxxxxxxxxxxxxxxxx		
Section 4		
Student Declaration I wish to apply for a work experience placement with Central Bedfordshire Council and I confirm that I have discussed the details of the work experience placement requirements with my School		
School/College/Academy Declaration I am happy to submit this student for consideration for a work experience placement with Central Bedfordshire Council. I confirm that I have discussed the details of the work experience placement requirements with this student.		

If completing manually, please return this form to , HR Services Team, Central Bedfordshire Council, Priory House, Monks Walk, Chicksands, Shefford, SG17 5TQ Enquiries: Tel: 0300 300 4019

Or, complete and submit your application on line at [www.....](#)

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