

Completing Work Experience Application Forms

Personal Details

Complete these details with as much information as possible. First Name, Surname and Date of Birth are essential. Home address and postcode are also important for looking into travelling to placements. Telephone number and email addresses are useful in case we need to obtain more information.



30 Frog Island
Leicester
LE3 5AG
Tel: 0116 240 7270 Fax: 0116 240 7001

WORK EXPERIENCE PLACEMENT APPLICATION FORM SCHOOL NAME 2016/2017

START DATE..... END DATE..... TUTOR GROUP.....

STUDENT DETAILS

Male Female

First Name Surname Date of Birth/...../.....

Home Address Postcode

Tel Number Email Address

Self Placement

This section is to be completed only if you have a self placement form. It also tells you which areas you are not able to choose as placements including NHS, Media and Police work.

SELF PLACEMENT FORM

If a company has agreed to offer you work experience, please complete a [Self Placement](#) form and make sure that it is signed by the employer!

The company I have a [Self Placement](#) with is

A self placement is compulsory for: **DANCE, MEDIA, THEATRE, UNIFORMED SERVICES and NHS HOSPITALS.** Please **DO NOT** put these as a choice below as we will be unable to find you a placement and this will delay your application!

* A self-placement is also advised if you would like a **Design/Creative** role.

Work Experience Choices

WORK EXPERIENCE CHOICES

* **SPORT AND LEISURE: Compulsory swim test for placements**, details of the swim test are in the student directory.

Please choose **at least 2 sectors** below and **number them 1 for first choice and 2 for second choice**.

<input type="checkbox"/> Business Administration, Finance and Legal	<input type="checkbox"/> Hair and Beauty	<input type="checkbox"/> Engineering (Electrical and Mechanical)
<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Construction and the Built Environment	<input type="checkbox"/> Hospitality
<input type="checkbox"/> Environmental and Land-Based Studies	<input type="checkbox"/> Retail Business	<input type="checkbox"/> * Sport, Active Leisure And Tourism
<input type="checkbox"/> * Creative and Media	<input type="checkbox"/> Society, Health and Development	<input type="checkbox"/> Public Services
<input type="checkbox"/> IT (Information Technology)		

Using the student directory please provide the sub categories you would prefer for each sector choice:

1st Choice Subcategory 1:..... 2:.....

2nd Choice Subcategory 1:..... 2:.....

3rd Choice Subcategory 1:..... 2:.....

If you chose **TEACHING ASSISTANT** then please tell us what primary school you attended:

.....

The student directory must be used to complete this section. You must choose at least two sectors from the choices above. For each choice you must choose at least one subcategory (job role) to go with the sector. LEBC will look within the whole sector for a placement if they are unable to secure your preferences.

If you choose sport please note that you may have to do a swim test as part of the interview so please do not tick this as an option if you are unable to swim.

If you choose teaching assistant we need to know your primary school. Some schools will only take previous pupils whereas some schools will not accept previous pupils.

Please make sure your sector choices are numbered and your subcategories are clear as if LEBC need to clarify this with the school it may delay the placement process.

Employer Preferences

If you have companies in mind that you would like us to contact please list them below. We cannot guarantee a placement but we will try our best to secure one if possible.

	Postcode
1 st Choice:
2 nd Choice:
3 rd Choice:

If you can think of any companies you would like to do your work experience with then please tell us here and LEBC will try to place you there if possible. You can leave this section blank if you do not know any or have no preference.

Please note this is not a guarantee that LEBC will secure a placement with these organisations.

Health

HEALTH

Please indicate any illnesses or other factors that the employer should be made aware of e.g. colour blindness, eczema, asthma, hearing impairment, epilepsy.

.....
.....

Please indicate if you have any illnesses / health conditions that may affect your placement.

Travel

TRAVEL

How are you willing to travel to your placement?

1 Bus 2 Buses Walk Lift with Parent Cycle

Please tell us the areas where you can travel to and make sure that you can travel to the places ticked.

Please indicate a **minimum of 4/5 areas**.

City Centre	<input type="checkbox"/>	Blaby	<input type="checkbox"/>	Countesthorpe	<input type="checkbox"/>
Aylestone	<input type="checkbox"/>	Glen Parva	<input type="checkbox"/>	Saffron Lane	<input type="checkbox"/>
Qadby	<input type="checkbox"/>	Fosse Park	<input type="checkbox"/>	Wigston	<input type="checkbox"/>

I am willing to travel further for a placement within my sector choices if available

Are there any other areas of Leicester/Leicestershire you could travel to?

.....
.....

This section will help LEBC to find you a placement. The further you are able to travel and the more areas you are able to travel to the more likely you are to be placed within your first or second choice. Please write any other travel areas in the space provided.

There is a tick box that asks if you are willing to travel further for a placement if one is available. Sometimes LEBC are only able to source your chosen placement type in a travel area not originally stated on your form.

Please tick this box if you would be willing to travel further to get to your desired placement type.

About Me

Sometimes LEBC are asked to provide employers with additional information about prospective work experience students. This information helps us to secure your placements so this is your chance to sell yourself! Please provide as much detail as you are able to in this section.

ABOUT ME

What personal qualities do you think you can bring to your placement?

.....
.....

What hobbies and interests do you have?

.....
.....

What career would you like to go into in the future?

.....
.....

What are your plans at the end of this academic year e.g. AS Levels, University, Apprenticeship?

.....
