**Applicant Details**

|  |  |
| --- | --- |
| Name: | DoB:Click or tap to enter a date. |
| Address: | |
|  | Postcode: |
| Contact no: | Email: |
| Emergency contact name and no: | |
| Are you related to a Dorset Council employee? *Yes*  *No* | |
| If yes, please provide details: | |
| Do you consider yourself to have a disability that may require additional support in order for you to carry out the placement? *Yes*  *No* | |
| If yes, please provide details: | |
| Please provide details of any medical condition that may affect your work experience at Dorset Council. If you are on any type of medication give details of what it is and how often you must take it: | |

**School / Referring Agency Details**

|  |  |  |
| --- | --- | --- |
| Name and address of school/referring agency: | | |
|  | | Postcode: |
| School year: | | |
| Placement co-ordinator: | | |
| Contact no: | Email: | |

**Placement Details**

|  |
| --- |
| Preferred dates of placement: |
| Area of interest: |
| Preferred placement location(s): |
| Placement job title and type of placement: |
| Supporting statement (please provide details on your interests, why you would like work experience at Dorset Council, your career aspirations and what you would like to gain from this work experience): |

**Our behaviours**

At Dorset Council our behaviours form part of everything we do. It’s not just what we do, but also how we do it, that is measured by our managers; and by our customers, councillors and colleagues throughout our interactions with them. This is why our own – and our colleagues’ behaviours are so important to each of us.

Whilst there are no entry requirements for our work experience placements at Dorset Council, the behaviours we demonstrate, the attitudes we hold and the approaches we take at work are key to the success of Dorset Council.

We recognise that our people make our organisation, which is why our behaviours were developed in partnership with our employees. Please take a look at [our behaviours](https://www.dorsetcouncil.gov.uk/jobs-and-careers/a-great-place-to-work/our-behaviours) as these form the way we work and you will be required to demonstrate these whilst on placement with us.

A screenshot of a cell phone

Description automatically generated

Please tell us about a time you have demonstrated any two of our four behaviours, shown above. This can be a work, school or personal life example:

|  |  |
| --- | --- |
| **Behaviour** | **Example of how you demonstrated this** |
|  |  |
|  |  |

**Applicant’s Signature**

|  |  |
| --- | --- |
| I confirm that all the information provided on this application form are correct. | |
| Signature: | Date: |

**Consent**

|  |  |
| --- | --- |
| I consent to my personal information being used for the purpose of work-based learning placements. | |
| Signature: | Date: |

**Consent For Students Under 18**

|  |  |
| --- | --- |
| **Parent/carer**  As parent/guardian of the above-named student, I confirm that I consent to my son/daughter participating in the work-based learning scheme. | |
| Signature: | Date: |

We’re proud to hold FairTrain’s gold work experience quality standard accreditation. FairTrain champions high quality work-based learning throughout the UK. This recognises our commitment and dedication to our work-based learning offer, providing high quality work experience to develop young people and our workforce for the future.



*Do you know how and why Dorset Council may collect your personal information? Our* [*HR & OD Privacy Notices*](https://www.dorsetcouncil.gov.uk/your-council/about-your-council/data-protection/dorset-council-privacy-notice.aspx) *explain how your data may be used when applying to work for, or when employed by, Dorset Council.*

**Please return the completed application form to:** [**placements@dorsetcouncil.gov.uk**](mailto:placements@dorsetcouncil.gov.uk) **at least 4 weeks prior to your preferred placement dates.**

If you would like to discuss work experience placements, please contact:



[**placements@dorsetcouncil.gov.uk**](mailto:placements@dorsetcouncil.gov.uk)



**01305 221740**