

School Curricular - Work Experience Application Form



Stratford-on-Avon District Council

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If you find the text on this form difficult to read we may be able to supply it in a format better suited to your needs.

PRIVACY STATEMENT

Stratford-on-Avon District Council will use your personal data for human resources purposes. We may share your information with our software providers, contractors and agents for these purposes. We may also share attendance and performance information with your school or college. We will do this in the fulfilment of our legitimate interests in providing and managing work experience placements (including mentoring, etc.). We will use details about your health and any disability only where necessary for the purposes of occupational health (this will normally include sharing details with our first-aiders).

Your personal data will be held in accordance with our Retention and Destruction Policy which is available on our website. To discuss your right to request access to, rectification, restriction, portability or erasure of your personal data, or to object to the way that we process your personal data please visit www.stratford.gov.uk/privacy or contact our Data Protection Officer by post at our Elizabeth House office, by email at data.protection@stratford-dc.gov.uk or by telephone on our mainline number 01789 267575. In addition to our own complaints procedure, you also have the right to make a complaint to the Information Commissioner's Office.

Your Personal Details Title First Name Last Name Date of birth (DD/MM/YYYY) Home address Home postcode Daytime contact number Mobile number Email address Please tell us about any aids / adaptations we would need to be aware of to help you in this placement.

School / Mentor Details			
Contact Name			
School Telephone Number			
School address			
School postcode			
Education			
Subject		Qualification	Year to be Taken
Your Work Experience Dates available			
Number of hours per week			

Your Interests Please give details of your area of interest AND why you would like this particular placement (please explain what experience you have had and / or what experience you hope to gain). **Deadlines** Please note your application should be received at least two months prior to your requested start date. We aim to offer a minimum of 6 work placements each academic year.

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Declaration

Date of signing (DD/MM/YYYY)

Signature