

## Work Experience Application Form

Please note that this application form will need to be completed with a teacher or representative from your school or college

Students Details	
First Name:	
Surname:	
Address:	
Postcode:	
Telephone number	
Mobile:	
Email:	

### Which age group are you in?

14-16	Please tick	16 - 18	Please tick	18+	Please tick
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### Please state why you wish to undertake the work experience placement

### School / College Details

Please note we can only process applications for work experience placements that have been approved by your school/college and the details below have been completed in full.

Has your application been approved by your school/ college	Yes	please tick	No	please tick
School / College Name				
Work Experience coordinator				
Telephone number:				
Year group or course title				

Prior to placement commencement, a risk assessment will need to be provided for each student from the school/college

Please note that all correspondence will be emailed to the above address – please check your emails regularly

### Emergency Contact Details

Mr	Please tick	Ms	Please tick	Mrs	Please tick	Miss	Please tick	Other	Please specify
First name:									
Last name:									
Address:									
Postcode:									
Telephone no (including area code): Mobile no:									
Relationship to you:									

**Work Experience Details – Which section would you like to work in?**

Administration	Please tick
Communications	Please tick
Parks and Open Spaces	Please tick
?	
?	
?	
?	
?	

**Does the student require any additional learning support?**

**Does the student have any medical condition, mental health issue or disability that we need to be aware of?**

**Statement of support from teacher/lecturer**

**Please state how working in the chosen area will support the student**

**Teacher / Lecturer Name**

**Position**

**Telephone number**

### Date of Placement –

### Data Protection and privacy notice

We will use the information provided by you in order to consider a work experience placement and if the placement is granted for any correspondence and contact prior to and during your placement with us. The basis under which the Council uses personal data for this purpose is Contract.

Please note: The mobile telephone number and email address supplied will be used for all communications in relation to these applications and if successful any future communications in relation to your placement.

We will use the information provided by you for these purposes. The basis under which the Council uses personal data for this purpose is Contract. The information provided by you includes the following special categories of personal data.

- Physical or mental health

Information in these categories is used by the Council for the purposes of performing or exercising law and for reasons of substantial public interest, in accordance with the provisions of the Data Protection Act 2018.

Details of your application including your personal details will be stored in our archives and database for up to 12 months following successful completion of the application process. If however, you are the successful candidate your details will be retained in accordance with the Council's retention schedule which can be found at [www.southwell-tc.gov.uk/privacy](http://www.southwell-tc.gov.uk/privacy) or requesting a copy by writing to the Data Protection Office, Southwell Town Council, The Old Court House, Budge, Southwell, Nottinghamshire NG25 0EP

The information provided by you may also be used for the purpose of any other function carried out by the Council. Information about these functions and the legal basis on which information is used by them, your rights and the Council's Data Protection Officer (DPO) can be found on the Council's detailed privacy notice [Privacy](#) notice (/your-council/legal-information-and-publicdata/privacy-notice/)

Please return this form to the Southwell Town Council, The Old Court House, Budge, Southwell, Nottinghamshire NG25 0EP

**Contact information for Southwell Town Council: 01636 816 103**

Natalie Galley, Town Clerk: or email [clerk@southwell-tc.gov.uk](mailto:clerk@southwell-tc.gov.uk)