# Confidential

DEBP Ref:

Parent Consent: Yes/No

Employer Consent:

Yes/No

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***APPLICATION FORM***

***POSITION: Work Experience Placement 2017***

Please complete ALL information. Any application form that is not fully completed will not be accepted and will be returned to the student.

***PERSONAL DETAILS***

|  |  |
| --- | --- |
| ***First Name:*** |  |
| ***Surname:*** |  |
| ***DOB:*** |  |
| ***Tutor Group:*** |  |
| ***Male/ Female*** |
| ***Address:***  |  |
| ***Postcode:*** |  |
| ***Next of Kin Name:*** |  |
| ***Telephone Number:*** |  |

***DETAILS OF EDUCATION***

|  |  |
| --- | --- |
| ***Previous School/ College Attended:*** |  |
| ***Dates From/ To:*** |  |

 ***QUALIFICATIONS***

What subjects/qualifications are you currently studying? What are your predicted grades?

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| --- | --- |
| **Qualification** | **Grade** |
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***Certificates, Awards and Achievements***

Please list your awards and achievements and the year you received them.

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| --- | --- |
| **Name of Award** | **Year Award received**  |
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***ANY PREVIOUS WORK EXPERIENCE***

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| --- | --- | --- | --- |
| **Nature of Employment****(including job title)** | **Name and Address of Employer** | **From** | **To** |
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***INTERESTS AND HOBBIES***

Are you a member of any clubs?

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***PERSONAL STATEMENT***

Please write in support of your application stating the reasons why you would like to go on work experience and *what you would bring to the placement you can mention your:*

* *Skills & Knowledge*
* *Personality type*
* *Previous Experience (paid or unpaid)*
* *Community Activities*
* *School/ home experiences*
* *The type of work placement that you would like to go to*

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**What are you really like?**

What do you think Customer Service is? How would you show it?

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Give me an example of how you have coped with a difficult situation.

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What would you do if your alarm did not wake you for work?

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What would you bring to a Team?

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| --- |
|  |

What do you understand by the term Time Management?

|  |
| --- |
|  |

**Please email completed Application Forms to:** **careers@paigntonacademy.org**

**You will receive an email to confirm receipt of it and you will also receive a parent consent and own placement find form. Please complete and return these to reception by the Friday 29th September 2017**