



SWINDON
BOROUGH COUNCIL

Work Placement Register of Interest Form (WP 1)

FOI Ref: 3238/09

Human Resources

Work Placements
Human Resources
5th Floor,
Brunel Tower,
Canal Walk
Swindon

Web: www.swindon.gov.uk
E-mail: workexperience@swindon.gov.uk

Please complete this form to register your interest in obtaining an unpaid work placement.

Human Resources will contact you on receipt of your form. We will endeavour to find you a suitable unpaid placement within 10 working days on receipt of your form, however in some cases it may take longer.

Section 1 - Your Details*	
Surname*	Title e.g. Mr, Mrs etc..*
Forename(s)*	
Home Address*	
Telephone No.*	
E-mail Address*	
Date of Birth*	

Section 2 - Education Details		(Only required if you are currently in Education)
Name of education establishment		
Work Placement Co-ordinator	Name	
	E-mail Address	
	Tel. No.	

Section 3 - Partner Organisation Details	
If you have support from a partner organisation e.g. Connect, Enterprise Works, Job Centre Plus etc.. please provide details below:	
Organisation	
Address	
Contact Name	
E-mail Address	
Tel. No.	

Section 4 - Placement Information

In this section, please give as much information as possible.
This will enable us to find you the most suitable and rewarding placement.

What type of work are you interested in? e.g. leisure, admin, finance..

1st Choice

2nd Choice

Please provide as much information as possible about the type of work you would like to get involved in.

What dates do you require for your work placement?

Between

and

Please state the number of hours per day you would like to work and how many days per week?

No. of Days per Wk

No. of Hrs per Day

What do you expect to gain from your work placement?

Please tell us what specific skills you have e.g. communication skills, team work, literacy/ numeracy etc..

What are your general interests / hobbies?

Tick 5 words below that you would most likely use to describe yourself.

Happy	<input type="checkbox"/>	Friendly	<input type="checkbox"/>	Quick Thinker	<input type="checkbox"/>	Thoughtful	<input type="checkbox"/>
Caring	<input type="checkbox"/>	Shy	<input type="checkbox"/>	Co-operative	<input type="checkbox"/>	Enthusiastic	<input type="checkbox"/>
Questioning	<input type="checkbox"/>	Reliable	<input type="checkbox"/>	Detail-orientated	<input type="checkbox"/>	Quiet	<input type="checkbox"/>
Creative	<input type="checkbox"/>	Reflective	<input type="checkbox"/>	Team player	<input type="checkbox"/>	Well meaning	<input type="checkbox"/>
Conscientious	<input type="checkbox"/>	Outgoing	<input type="checkbox"/>				

The Council welcomes applications from all parts of the community, including disabled applicants. The Equality Act 2010 defines that a person is disabled if they have a physical or mental impairment which has a substantial and long-term adverse affect on their ability to carry out normal day-to-day activities, which would include things like using a telephone, reading a book or using public transport. Where reasonable, adjustments can be made to the working arrangements to accommodate particular needs.

Do you have any specific requirements that you feel we ought to be aware of to enable you to attend your placement. If so, please let us know what they are?

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Declaration

I confirm that the information given on this form is correct to the best of my knowledge.

Signature*		Date*	
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This form needs to have a signature from a Work Placement Co-ordinator or parent/guardian if you are under 18.

Work Placement Co-ordinator Signature*	
Parent / Guardian Signature*	

**Work Placements
Human Resources
5th Floor
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Swindon**

E-mail: workexperience@Swindon.gov.uk

Thank you for your interest in a work placement at Swindon Borough Council

Data Protection



Swindon Borough Council for the purpose of the administration and evaluation of work placements will hold the information you have supplied. Apart from the above, the data you have supplied will not be used for any other purpose. Under the Data Protection Act you can see your own personal information. If you would like to know more about this please ask for our leaflet 'Access to your personal information' or contact the Data Protection Officer at Swindon Borough Council, Civic Offices, Euclid Street, Swindon SN1 2JH.

I agree to the use of this data for the above purposes.

Signature*		Date*	
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Equal Opportunities Monitoring Form

How information about you will be used

Swindon Borough Council's vision for equality and diversity is that:

Swindon Borough will be a place which protects and promotes equality and diversity through opportunity, access and fair treatment, whilst understanding and reducing the costs of inequality for Swindon's diverse population.

To make sure our processes meet our vision we ask for you to complete a monitoring form so we can ensure we are providing equality of opportunity, good access and fair treatment.

Please take a few moments to complete this equal opportunities monitoring form. This information will be used solely for monitoring purposes, will be treated as confidential and will be separated from the Work Placement Register of Interest Form on receipt.

Please place a tick in the boxes where applicable:

Are You?	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Transgender <input type="checkbox"/>
How would you describe your ethnic origin?	White British <input type="checkbox"/> Irish <input type="checkbox"/> Polish <input type="checkbox"/> Italian <input type="checkbox"/> Any other White background (please specify) <input type="checkbox"/>	Black or Black British Caribbean <input type="checkbox"/> African <input type="checkbox"/> Any other Black background (please specify) <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Mixed (tick all that apply) Asian <input type="checkbox"/> Black African <input type="checkbox"/> Black Caribbean <input type="checkbox"/> Chinese <input type="checkbox"/> White <input type="checkbox"/> Any other mixed heritage (please specify) <input type="checkbox"/>	Asian or Asian British Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Any other Asian background (please specify) <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Chinese Chinese <input type="checkbox"/> Any other background (please specify) <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
Do you consider yourself to be a disabled person? <i>The Equality Act 2010 defines that a person is disabled if they have a physical or mental impairment which has a substantial and long-term adverse affect on their ability to carry out normal day-to-day activities, which would include things like using a telephone, reading a book or using public transport</i>		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Religion <i>As per the Census 2001 questions</i>	Buddhist <input type="checkbox"/> Christian <input type="checkbox"/> Hindu <input type="checkbox"/> Jewish <input type="checkbox"/> Muslim <input type="checkbox"/> No Religion <input type="checkbox"/> Sikh <input type="checkbox"/> Other (please specify) <input type="checkbox"/>		
Sexual Orientation	Bisexual <input type="checkbox"/> Gay <input type="checkbox"/> Heterosexual/Straight <input type="checkbox"/> Lesbian/Gay Woman <input type="checkbox"/>		