

**Work Experience**

**Application Form for S5/S6 Work Experience Placement**

# What is Work Experience?

Work experience is an opportunity for you to experience the reality of working life for a limited period of time. The aim is for you to gain an insight into the world of work and have the opportunity to learn from the experience by being exposed to a variety of tasks and to the culture of the work place. Work experience can also help employers by challenging their perceptions of young people’s skills and attitudes so you can play your part in this. Many employers shy away from employing young people seeing them as a ‘risk’ because they lack both the experience of the workplace and the job-specific skills that employers want. In reality they may be missing out on strong candidates for their workforce – show them what you can do!

## The Benefits of Work Experience

The point of work experience is for you to use the opportunity to:

* Find out about specific industries, organisational cultures and job roles which will help you make an informed choice about your futures
* Learn social and communication skills, be aware of how to present yourself and behave in a work context through real experience working with others
* Build your confidence and motivation through positive experiences of the world of work
* Get an understanding of the structure and reality of working life, and an opportunity to learn about recruitment processes
* Develop skills, including those required in specific jobs and sectors
* Get yourself some real experience to put on your CV so that when you apply for jobs you have something to show that you can do things in a work place and something to speak about in interviews – this will make you more employable in the future.

## What You Need to Know Before you S tart

* + Ensure that you know the following:
		- Where to go and when to be there
		- How you are going to get to work
		- How to dress for the job
		- How to behave when at work
* To make a good impression with your employer you need to arrive on time every day
* It is important to complete the whole

placement even if you are finding it challenging or are not sure if it is for you.

* Think about what you will be doing and why

– this should help you to do a good job

* Even if the job is one you have not chosen you will be able to learn things that will be useful in the future
* If there are things that you do not understand write down some questions for your supervisor so that you don’t forget to ask for the information that you need
* Be positive about your work experience placement and the opportunities it provides

**PERSONAL PROFILE**

This information will be used only for the purpose of obtaining a Work Experience placement.

|  |  |
| --- | --- |
| **SURNAME** |  |
| **FIRST NAME (S)** |  | **M** | **F** |
| **ADDRESS** |  |
|  | **POSTCODE** |  |
| **TELEPHONE NO.** |  | **DATE OF BIRTH** |  |
| **SCHOOL** |  | **Year (S5 or S6)** |  |
| **GUIDANCE TEACHER** |  |

**Please tell us the subjects that you are studying at school and what level you are studying at.**

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| --- | --- | --- | --- |
| Qualifications currently studying | Level | Qualifications gained | Level |
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**What Job do you want to do when you leave school?**

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**What skills or experience will you need to help you get that sort of work?**

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**Most employers tell us that 5 core skills are necessary for people to be ready for work.**

How do you feel about your core skills? Please tick the level for each of your skills in the table below.

|  |  |  |  |
| --- | --- | --- | --- |
| 5 Core Skills for Work: | **Not Confident** | **Some Confidence** | **Confident** |
| I would like to improve | I feel I need more experience | I am happy that my skills |
| my skills in this area | in using these skills | would allow me to work |
| Working with others |  |  |  |
| Communication |  |  |  |
| Numeracy |  |  |  |
| Problem Solving |  |  |  |
| Information Technology |  |  |  |

**What sort of person are you? Write some words that describe your attitudes and behaviours.**

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**Please tell us about your hobbies, interests and any part-time work (including volunteering) that you do.**

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| Hobbies/Interests: |
|  |
| Part-Time Work: |
|  |

Do you have any need for additional support whilst on placement: **YES/NO** (If yes, please give details)

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| --- | --- | --- |
| **Nature of condition** | **Tick** | **Condition history, treatment, cause and effect** |
| Diabetes |  |  |
| Epilepsy |  |  |
| Asthma |  |  |
| ADHD |  |  |
| Dyslexia |  |  |
| Hearing |  |  |
| Vision (not glasses) |  |  |
| Mobility |  |  |
| Other (please specify) |  |  |

## Work Experience Placement Preferences

Getting the right work experience placement can help you find out about a job that you are interested in but even if you can’t work in the area that interests you a work experience placement is useful in helping to develop your employability skills – the 5 core skills that employers tell us that they value in employees.

Select the disciplines from the below that interest you most. Please read the instructions carefully and complete the form neatly using BLOCK CAPITALS.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Accounts | HumanResources | Office / Admin | Reception |  |
| Engineer – Structural | Designer (think Graphic Comm but in 3D) | Engineer -Mechanical | Engineer -Electrical |
| Engineer – Safety | Engineer – Chemical | Engineer – Instrument | Project Management & Controls |

## What are your expectations of the Work Experience Week and what would you like included?

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| I.e. for it to be challenging and fun. Find out about certain aspects of the business and roles within the company. |
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| **AGREEMENT:** |
| Student NAME |  | Student SIGNATURE |  |
| SIGNATURE ofparent/guardian (if Applicable) |  | Date |  |