 

Bradford Council Work Placement Application Form

Thank you for your interest in applying for a work placement within Bradford Council. As an equal rights employer, the Council seeks a workforce which reflects the community it serves and welcomes requests from individuals from a range of diverse backgrounds. By completing this application it will help us establish what skills and experience you are looking to gain from a placement at Bradford Council.

Please complete **all** sections below and return your completed application form to [xperience@bradford.gov.uk](mailto:xperience@bradford.gov.uk) – There is no need to attach a CV or further documentation at this stage.

Please note any incomplete application forms will not be considered for a work placement. Please ensure you complete pages 1-3 fully.

All successful work placements will be subject to an informal interview and ID documentation will be required to be produced to support your application if you are successful.

# Personal Details

|  |  |
| --- | --- |
| Title: |  |
| Surname: |  |
| Forename/First Name: |  |

|  |  |
| --- | --- |
| Address Line 1 |  |
| Address Line 2 |  |
| Town/City |  |
| County |  |
| Postcode |  |
| Preferred Telephone number |  |
| Email Address |  |
| Emergency contact name and telephone number |  |
| National Insurance Number |  |

# Education

If you are still in education (part time/full time) please indicate where you are studying and what level you are studying at (GCSE, A-Level, Degree etc)

|  |  |
| --- | --- |
| Age 16-18 and currently at School |  |
| Age 16-18 and studying in further education |  |
| Age 18+ |  |
| Current course of study |  |
| Name of School/College/University or Other |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Education and Qualification Detail | Results/Grades Obtained | Where Obtained | How Obtained | Dates From and To |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Please leave blank if no qualifications obtained

# Essential Shortlisting Criteria

|  |
| --- |
| What type of work placement are you looking for? (e.g. reception work, clerical work): |
| Department / area where work experience is required (e.g. Libraries, Museums, Sports & Leisure): |

|  |  |  |
| --- | --- | --- |
| Placement start date required (please allow at least 6 weeks from date requested: | Duration required (number of weeks or hours | Full time / part time |
| If a part time placement is required, please state preferred days and times, and number of hours per week: | | |

*(If a placement has already been agreed by a Manager within Bradford Council, please state above the details and department of placement agreed)*

**Relevant Experience:** Please outline the experience you have gained from previous work (if any) which is relevant to the work placement you are requesting, on a unpaid/voluntary/work experience basis. Please provide any life skills with can be transferred into this placement (maximum 500 words)

# Disability and Reasonable Adjustment

The Council is committed to a fair and equitable process and to ensure that no one is disadvantaged within the selection process. We need to be aware of any disability and any adjustments which need to be made in accordance with the Equality Act 2010 in relation to Disability Provision.

The Disability Discrimination Act (1995), defines a person as having a disability if he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities.

* Do you consider yourself to have a disability as defined above? \*

Yes / No / Prefer not to say \*Required Field

* Are there any arrangements you would like the Council to make if you are interviewed? \* Yes / No / Prefer not to say \* Required Field

Disclosure of Criminal Background of those with Access to Vulnerable People

If you are requesting a placement within Bradford Councils Children Services, this placement maybe subject to an enhanced Disclosure and Barring Check. Would you be happy for an application to be completed and submitted if you were successful for work placement and happy to supply ID documents to enable this check to be carried out? Yes/No

# Other information

If you are successful for a work placement, unfortunately Bradford Council is unable to supply you with a written reference. A post feedback form can be completed on completion of your placement by the department Manager which can be taken away and should capture information on your work placement.

Bradford Council unfortunately cannot guarantee all requests for work placement. If you have not heard within 8 weeks of submitting an application, please assume your application has not been successful at this stage.

**Modern Slavery Act 2015 -** The Council is committed to preventing slavery and human trafficking in its corporate activities and to ensuring that its supply chains are free from slavery and human trafficking.

For further information regarding Bradford Council’s commitment to this please click on the link below: [www.bradford.gov.uk/your-council/about-bradford-council/slavery-and-human-trafficking](http://www.bradford.gov.uk/your-council/about-bradford-council/slavery-and-human-trafficking)

**GDPR -** The EU General Data Protection Regulation 2016 (GDPR), the UK Data Protection  
Act 2018 (DPA 2018) and The Privacy and Electronic Communications (EC Directive)  
Regulations 2003 which in combination constitute ‘the legislation’, determines how  
individuals’ personal information is processed and kept safe.

The legislation regulates the way in which personal information about individuals,  
whether held digitally or in a manual filing system, is subjected to any processing  
operation, including collection, storage, use, disclosure, retention and destruction.

The Council has a statutory duty to protect such information and keep it secure and  
recognises that compliance with GDPR and DPA 2018 and other related legislation  
will ensure that such processing is carried out fairly, lawfully and transparently.

It is mandatory for all learners to comply with GDPR at all times.

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Office use only

|  |  |
| --- | --- |
| Date application received |  |
| Date application accepted |  |
| Department |  |
| Manager |  |
| Contact details |  |
| Interview arranged |  |
| ID documents checked |  |