

Data Protection Act 1998 – Consent and Certification of Details

The information detailed in this application form may be used by Birmingham City Council in the monitoring and progression against set criteria as part of its work experience programme. Monitoring will be for statistical purposes only and you will not be identifiable from this process.

Guidance notes regarding this application form and the process

- If you are a university student, please attach a covering letter in the same email as the application form.
- All relevant parts of this application form **MUST** be completed to the best of your ability. Any incomplete applications may not be considered or may be sent back to you to be reviewed.
- Unfortunately, due to the amount of applications we receive, we are unable to accommodate all applicants. Completing this application does not guarantee you will be accepted for this work placement with Birmingham City Council.
- This is an electronic form which will be automatically emailed to Birmingham City Council when the 'Submit' button is pressed.
- Birmingham City Council operate an equal opportunity policy, therefore, all applications will be reviewed once the deadline has passed.
- You will be notified of the decision of your work placement application within 4 weeks of the application deadline.
- If you are unable to provide a signature where requested, please provide a typed version of your name.

<u>Part 1 - Opportunity Details</u>	
Opportunity Reference Number	<input type="text"/>
Start Date	<input type="text"/>
End Date	<input type="text"/>

Part 2 - Personal Details

First name					
Last name					
Date of birth (DD-MM-YY)				Gender	
Home address					
Postcode		Contact number			
What is your residential status?					
(If below age 18) Parent/Guardian Name					
(If below age 18) Parent/Guardian Number					
(If below age 18) Parent/Guardian Email					
Are you related to a Councillor/employee of BCC?					
If yes, please provide name					

Part 3 – Establishment Details

Establishment Type					
Name of Establishment					
Telephone number		Year Group			
Postcode					
Name of co-ordinator/tutor					
Subjects currently being studied (If applicable)					
Previous qualifications gained					

Part 4 - Supporting Information

Please state why you are interested in this work experience placement with Birmingham City Council

What are your expectations of this placement?

Please list any outside activities, interests and any other information you feel is relevant to your application

Part 5 – Data monitoring

To help us monitor our Equal Opportunities Policy, please complete the following section

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 have a disability as defined above?

Please choose from the list.

Ethnicity Group

White

Mixed

Asian/Asian British

Black/Black British

Other Ethnic group

Sikh

Jewish

Prefer not to say

Ethnicity

How did you first find out about this work placement opportunity?

Once your placement has been completed with Birmingham City Council, you will be notified of any vacancies including apprenticeships. If you wish for your details to be kept on file for this purpose, please consent below.

I agree to have my details kept on file for the above purpose

I agree that all information provided in this application form is correct and completed to best of my ability.

Signature

**Please click the 'XML Version' link below
to submit your application**

