

Work Experience Application Form

Please complete and email to learninganddevelopment@mansfield.gov.uk

STUDENT DETAILS

Surname Forename(s)

House Number/Name: Postcode

Tel/Mobile number Age 14-16 16-18 18 plus

Email address

**Please note that all correspondence will be emailed to the above address.
Please check your emails regularly.**

Do you require any additional learning support? Yes No

If yes, please provide details of support required

Do you have any medical condition that we need to be aware of? Yes No

If yes, please provide details of support required

Please indicate which section you would like to work with (**please tick one box only**)

Please note that, if a department doesn't appear on this application form, then unfortunately, the department cannot accommodate work experience placements

Tenancy Services <input type="checkbox"/>	Office Admin – including Transport <input type="checkbox"/>
Plumbing <input type="checkbox"/>	Environmental Services <input type="checkbox"/>
Joinery <input type="checkbox"/>	Environmental Enforcement <input type="checkbox"/>
Electrical <input type="checkbox"/>	Secretaries Department <input type="checkbox"/>
Plastering <input type="checkbox"/>	Lettings Services <input type="checkbox"/>
Repairs Administration <input type="checkbox"/>	Planning and Building Control <input type="checkbox"/>
Stores <input type="checkbox"/>	ICT Department <input type="checkbox"/>

Dates of Placement:

From To Duration

Please state why you wish to undertake the work experience placement as detailed.

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.....
.....
.....

SCHOOL/COLLEGE DETAILS

School Name

Address

Current course(s) studied

..... Year of studies

STATEMENT OF SUPPORT FROM TEACHER/LECTURER

Please state how working in the chosen area will support the student:

.....
.....
.....
.....

Print name Position

Telephone number.....

Email address.....

Privacy Notice

We will use the information provided by you in order to consider a work experience placement and if the placement is granted for any correspondence and contact prior to and during your placement with us. The basis under which the Council uses personal data for this purpose is Contract.

Please note: The mobile telephone number and email address supplied will be used for all communications in relation to this applications and if successful any future communications in relation to your placement.

We will use the information provided by you for this purposes. The basis under which the Council uses personal data for this purpose is Contract. The information provided by you includes the following special categories of personal data

- physical or mental health

Information in these categories is used by the Council for the purposes of performing or exercising obligations or rights of the controller under employment law and for reasons of substantial public interest, in accordance with the provisions of the Data Protection Act 2018.

Details of your application including your personal details will be stored in our archives and database for up to 12 months following successful completion of the application process. If however you are the successful candidate your details will be retained in accordance with the Councils retention schedule which can be found at www.mansfield.gov.uk/privacy or requesting a copy by writing to the Data Protection Officer, Mansfield District Council, Chesterfield Road South, Mansfield, Notts, NG19 7BH

The information provided by you may also be used for the purpose of any other function carried out by the Council. Information about these functions and the legal basis on which information is used by them, your rights and the Council's Data Protection Officer (DPO) can be found on the Council's detailed privacy notice which can be found at www.mansfield.gov.uk/Privacy on the Council's website or requesting a copy by writing to the Data Protection Officer, Mansfield District Council, Chesterfield Road South, Mansfield, Notts. NG19 7BH.