**REQUEST FOR WORK EXPERIENCE/WORK PLACEMENT**

|  |
| --- |
| **PERSONAL DETAILS**  |
| Surname:  | First Name:  | Phone: | Age: |
| Address: | Postcode:  |
| Phone (Home): | Mobile: | Email: |
| School or College (if applicable): |
| Any Reasonable Adjustments/Special Requirements: |
| **PLACEMENT DETAILS**  |
| Placement Outline (Mon to Fri ) (One day or two per days week) Please explain: |
| Date of Placement Required:From: To: |  |
| Purpose of Placement:  |  |
| Location of Placement: |  |
| **SERVICE AREAS WITHIN THE COUNCIL** |
| Please select a Service Area of interest (Max Two Areas)**Environment and Communities:** [ ]  Communities, Culture or Libraries[ ]  Regulatory Services (e.g., Parking, Environmental Protection, Registrars)[ ]  Environment Operations (e.g., Parks, Greenspaces, Waste)**Economy and Housing:**[ ]  Economic Growth (e.g., Regeneration, Employment Services)[ ]  Housing[ ]  Planning[ ]  Total Environment**Transport and Highways:**[ ]  Transport[ ]  Highways**Commercial Management:** [ ]  Property[ ]  Contracts[ ]  Major Projects**Corporate Services:** [ ]  Finance[ ]  Legal and Governance (e.g., Democratic Services, Legal Service, Compliance)[ ]  Public Services Reform (e.g., Human Resources, Communications and Marketing, Insight and Intelligence and Change and Technology)**Social Care:** [ ]  Childrens Social Care including: Education, Safeguarding and Early Help and Prevention[ ]  Adults Social Care including: Commissioning People, Public Health and Integrated Adult Social Care and HealthIf Other give further details: |
| Specific Role: |  |
| Preferred Method of Initial Contact: Email, Mobile, Home Number |   |
| \*Required PLEASE SELECT Y - IF YOU ARE SEND/CARE LEAVER (Special Educational Needs)  |

Cheshire West and Chester Council may have limited capacity to support students at any given time. Completing this form does not guarantee that your placement will take place at Cheshire West and Chester Council. A relevant manager will be in touch if a placement comes available from the information submitted above. Our goal is to inform you as soon as possible if a placement comes available. Further instructions & compliance will take place prior to taken up a work experience Placement. Please give at least one months’ notice of your required work experience placement start date.

**Once completed please return to:** **hrcheshirewestandchester@cheshirewestandchester.gov.uk**