

APPLICATION FOR WORK EXPERIENCE / GRADUATE PLACEMENT



Please contact Human Resources on 01636 655220 if you require any assistance with the completion of this form

Curriculum Vitae will only be accepted in addition to a fully completed application form.

Please complete in black ink or type

Forename	Surname
Home address:	Contact phone number / email address:
	May we contact you at school/work/college?
	YES / NO

Type of Placement or placement preferred:

Dates of placement requested:

Please explain why you have applied to do work experience at Newark and Sherwood District Council (Continue on a separate sheet if necessary)

EMPLOYMENT HISTORY (IF APPLICABLE) / VOLUNTEER WORK DETAILS

Please attach a separate sheet of your current, or your last, job description outlining your main duties and responsibilities.

Previous Employment / Volunteering

Past Employer(s) (most recent first)	Post Held/ Main responsibilities	From	To	Reason for Leaving

Education

Secondary Education School/Institution	Qualification/	Subject and Grade / Predicted Grades	Year
Further Education College/University			
Professional Education Training School/Body			
Other relevant courses attended			

REFERENCES (GRADUATE PLACEMENTS ONLY)

Please give the name and designation/job title, address and telephone number of two people who have agreed to supply references. They should not be related to you and should include your present or most recent employer/teacher (e.g.) and any previous employers in the last 18 months.

<i>Name</i>	<i>Name</i>
<i>Job Title</i>	<i>Job Title</i>
<i>Address</i>	<i>Address</i>
.....
.....
<i>Tel No.</i>	<i>Tel No.</i>

References will only be requested for successful candidates selected for interview

If you are known to either referee under a different name, please specify:

Are you related to anyone in Newark and Sherwood District Council, either a member of staff or a Director? If YES, please specify:
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I certify to the best of my knowledge the information I have given above is true and complete. I understand that any false information given on this form may render withdrawal of a placement.

Signature: _____ Date: _____