



WORK PLACEMENT REQUEST FORM

If you would like to be considered for a Work Placement within Monkton Infants School, please FULLY complete the form below and email it to office@monktoninfants.org.uk. We will do our best to accommodate your request, however, if you do not hear back within 1 week then please assume we have no available space for the time you requested.

The school will process the data collected in this form in accordance with the GDPR and the Data Protection Act 2018. For further information about how the school will process your data, please see our 'Privacy Notice for Pupils and Their Families', which can be accessed on the school website.

PERSONAL INFORMATION

Surname: _____ **Forename(s):** _____

DOB: _____ **Current DBS Check:** YES / NO

Address: _____

Postcode: _____ **Contact No(s):** _____

Email: _____

CURRENT COURSE INFORMATION

Course Title: _____ **Level:** _____

Setting/College: _____

Tutor Name: _____ **Contact No:** _____

WORK PLACEMENT REQUIREMENTS

Please state preference for: Year Group / Key Stage / Days / Times etc.



EDUCATION AND INTERESTS

Please tell us a bit about yourself; for example, what you are studying and what your interests and hobbies are. We will use this information to inform our decision, so please give as much information as possible.

WORKING AT OUR SCHOOL

Please tell us why you have chosen our school for your work experience and what you hope to gain from it.



MEDICAL CONDITIONS AND DISIBILITIES

Do you consider yourself to be a person with a disability, or are you a registered person with a disability under the Equality Act 2010? Yes / No
[Circle as appropriate]

Do you have any medical conditions? Yes / No
[Circle as appropriate]

If you have answered yes to either of the questions above, please give details of any disabilities and/or medical conditions, and any reasonable adjustments required in order for us to meet your specific needs.

DATA PROTECTION

The information that you provide on this form will be held in a filing cabinet maintained by the data controller. Your data will be used in accordance with the principles set out in the GDPR and Data Protection Act 2018, which protects the right to privacy of individuals whose personal details are held by the data controller.

STUDENT DECLARATION

I confirm that I am not subject to any disqualification from working with children.

I agree to the information given on this form being recorded and used by Monkton Infants School in accordance with the Data Protection Act 2018 and the GDPR, and confirm that it is correct and complete to the best of my knowledge.

Signed (Student): _____ **Date:** _____



For Office Use Only

Date application received:	
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Accept application	<input type="checkbox"/>
Reject application	<input type="checkbox"/>
File	<input type="checkbox"/>

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Equal Opportunities Monitoring

In order to assist the monitoring of community representation, please voluntarily complete the following in full by ticking the relevant boxes:

Gender

Male		Female		Other		Prefer not to say	
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Ethnic Origin

Black - African		Black – Caribbean		Black – Other		White and Black African	
White – Irish		White – UK		White – Other		White Asian	
Indian		Pakistani		Bangladeshi		Other	
Chinese		Asian – Other		White and Black Caribbean		Prefer not to say	

Faith

Christian Catholic		Christian Anglican		Islam		Prefer not to say	
Judaism		Hinduism		Buddhism			
Sikh		Atheist		Other			