ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

#### STUDENT PLACEMENT APPLICATION FORM

|  |  |
| --- | --- |
| Post Applied For | Student Placement/Work Experience |

### PERSONAL DETAILS

|  |  |  |  |
| --- | --- | --- | --- |
| Last Name\* |       | Forename(s)\* |       |
| Previous Names(s) |       | Title (e.g. Mr, Miss, Mrs, Ms) |       |
| Home Address\* |       | Tel Nos. HomeWork (if convenient)Mobile |       |
| Postcode\* |       |
| Email Address |       |
|  |  |  |       |

Fields marked with \* are mandatory

**Please answer the following questions:**

Do you hold a valid full driving licence? Yes [ ]  No [ ]

### Supporting Information –

Please tell us why you would like to volunteer at Manor Green School and about any relevant skills and experience you have.

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|       |

Please continue on a separate sheet if necessary.

EDUCATION/QUALIFICATIONS/TRAINING

Please give details of any relevant courses, training or qualifications with the establishment and date completed.

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** |  | **Name and address of educational establishment** | **Courses taken, exams passed with dates, and grades obtained** |
| **From** | **To** |
|       |       |       |       |
|       |       |       |       |
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1. Are you related to any staff member or children at the school?

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1. Have you previously been employed by the Royal Borough of Windsor & Maidenhead?

If YES, please provide details:

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If there are any specific health and safety needs or requirements these should be identified here:

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### REFERENCES

Please give one referee from your current/previous employer and/or college/university to whom confidential enquiries will be made.

**NB. Referees must not be members of your family, or spouse/partner. No offer of volunteering in our school will be confirmed without the receipt of a satisfactory reference.**

***It is the policy of the school to take up references prior to volunteering, unless requested otherwise.***

|  |  |  |  |
| --- | --- | --- | --- |
| Name |       | Name |       |
| Address |       | Address |       |
| Tel No |  | Tel No |  |
| Email |  | Email |  |
| Capacity in which known |       |  |  |

May we approach prior to placement? [ ] Yes No [ ]

* ***The Council/School may wish to make further enquiries, in addition to the referee given.***
* ***For vacancies within the Adult and Children’s Services Directorates, the selection process may involve a pre-interview establishment visit and briefing.***
* ***The Council/School has a responsibility for and is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults to ensure that they are protected from harm***

EQUAL OPPORTUNITIES MONITORING RECORD

The information contained on this page will be treated in the strictest confidence and will be detached prior to short-listing. Please see guidance notes for further information. It is not mandatory to provide this information. Doing so helps RBWM to monitor equal opportunities and complete statistical returns.

|  |  |  |
| --- | --- | --- |
| Post applied for: Student Placement/Work Experience |  |  |
| First Name:      |  | Last Name:      |
| Title:      |  |  |
| Gender : Male: [ ]  Female: [ ]  |
| Date of Birth:      /     /      |  | Marital Status: Yes [ ]  No [ ]  |
| Please tick the category that most represents your race and ethnicity |
| How would you describe your ethnic origin?Asian or Asian British Black or Black British White Mixed & OtherBangladeshi [ ]  African [ ]  British [ ]  White & Black Caribbean [ ] Indian [ ]  Caribbean [ ]  Irish [ ]  White & Black African [ ] Pakistani [ ]  Other [ ]  Other [ ]  White & Asian [ ] Other [ ]  Other [ ] **Chinese or other ethnic group** Chinese [ ] Other ethnic group [ ]   |
| As users of the disability symbol, we guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy/ies. As we are a user of the disability symbol do you qualify for a guaranteed interview? Yes [ ]  No [ ]  |
| Please provide details of any adjustments/ special requirements to assist you should you be offered placement.       |

**Manor Green School Placement Days**

**Please specify the days you are able to complete your placement**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Total Hours: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **DAY**  | **AM**  | **PM** |
| **Monday**  |  |  |
| **Tuesday** |  |  |
| **Wednesday** |  |  |
| **Thursday**  |  |  |
| **Friday**  |  |  |



EMERGENCY CONTACT DETAILS

Please provide a contact name, address and telephone number of someone we can contact in the event of an emergency. This information will be kept on your personal file in the HR Unit.

Emergency Contact Name

Address

Town

County Post Code

Telephone number - Dialling code no

Relationship to you

Employee name Post Title

Directorate/Location

Date

Should this information change at any time you should complete another form. Please return this form to the school office in order for your record to be updated.

**Manor Green School**

**STRICTLY CONFIDENTIAL**

**Disclosure of Criminal Background**

The Royal Borough has an obligation to ensure as far as possible that persons (either employed or as volunteers) who work with children or vulnerable adults in Borough services are suitable to undertake such a role. For this reason you are required to disclose if you have any convictions, cautions and bindovers so they may be taken into account when your application is considered.

The explanatory notes attached give further information on the factors that will be taken into account when determining whether any conviction(s) may be considered relevant to your application. You are invited to read them before answering this question.

**Under relevant legislation (the Rehabilitation of Offenders Act 1974 & Exceptions Order 1975) you must disclose any convictions you may have, even if they would otherwise be regarded as “spent” under this Act, and any cautions or bindovers. Any information you give will be treated in strictest confidence and will only be taken into account in relation to this application.**

**In answering the following question you must disclose details of all convictions and cautions, including “spent” convictions and any prosecutions pending.**

**Have you ever been convicted of a criminal offence, cautioned or have any prosecutions pending? YES / NO**

**If YES, please give details of all convictions and cautions, including “spent” convictions and cautions and any prosecutions pending. ……………………………………………………………………………………………………**

**……………………………………………………………………………………………………**

**DECLARATION**

The information I have provided is correct to the best of my knowledge. I understand that false information may render me liable for dismissal if appointed.

**Signed………………………………………………………….Date………………………**

**Print name (capitals).……………..………………………………….………….……………..………….**

**Position applied for……….……………………………………………………………….**

(When you have answered the above question please return this additional sheet with your application form. **If you have disclosed conviction information please place this sheet in a separate sealed envelope marked with: Your name & position applied for, and the following: DISCLOSURE INFORMATION – STRICTLY CONFIDENTIAL.** This will ensure that only persons directly concerned with reaching a recruitment decision in respect of the position applied for will view conviction information.).