



All Saints CE Primary School & Nursery

Nurturing, Resilience and Achievement for all!

WORK EXPERIENCE APPLICATION FORM

All details collected will be stored and processed confidentially in line with the relevant Privacy Notice applicable to volunteers, available in the School Policies section of our Website.

Name:	Name of school/college/establishment:
D.O.B:	
Home Address:	Name of work placement co-ordinator:
Post code:	Telephone Number:
Contact telephone number:	Email:
Email address:	
Do you have a disability? <input type="checkbox"/> Yes <input type="checkbox"/> No If you answered 'yes', do you require any particular adjustments?	
Do you have any medical conditions we would need to take into consideration? <input type="checkbox"/> Yes <input type="checkbox"/> No If 'yes' please give details:	
Are you related to an employee, Governor or pupil at our school? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please give their name and role/year group:	
Placement Details:	
From:	To:
Duration (days):	<i>Please note, all placements are term-time only, for full days, with standard hours from 8.30am to 3.30pm.</i>
We offer placements based in our classes. Please indicate the age range you are interested in – tick all that you would be comfortable to work in. We will do our best to accommodate you. <input type="checkbox"/> EYFS (Nursery / Reception) <input type="checkbox"/> KS1 (Year 1/2) <input type="checkbox"/> LKS2 (Year 3/4) <input type="checkbox"/> UKS2 (Year 5/6)	

Please continue overleaf

Please write a brief statement as to why you would like to undertake a placement with All Saints Primary School:

I consent to the information contained in this form, and other information received by or on behalf of the school relating to my application, being processed by the school in administering the work experience process. I confirm the information on this form is correct and understand it may be checked with my current school/college/establishment as appropriate.

Signature:		Date:	
Print Name:			

Please return the completed form to:

Mrs Hatch, Office Manager – (01279) 836006 admin@allsaints.herts.sch.uk

INFORMATION FOR CANDIDATES

All placements are allocated on a first come, first served basis. If we have already received applications for the dates requested, we may not be able to allocate a placement. You will receive confirmation in writing that the placement has been accepted. Please do not assume your request is accepted until you have received confirmation.

We can only accept requests for placements made on this form. Requests received through other methods, including directly from systems such as 'Unifrog', will not be accepted without an accompanying form. The date the form is received will determine the priority of each placement.

Students will be allocated a base class, and the class-teacher will act as the link teacher for the duration of the placement. Induction will be provided on the first day of your placement.

The **'Guidelines for Volunteers'** provides the basis for the code of conduct while working in our school. It can be found on the ['Volunteers and Work Experience'](#) page of our website. Please read this carefully – all students are expected to follow this while working at our school.

If you have any questions, please contact Mrs Hatch as above.

OFFICE USE ONLY

Date received	Agreed by	Class Allocated	Placement confirmed with candidate