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**PAIGNTON ACADEMY - CAREERS DEPARTMENT**

***APPLICATION FORM***

***POSITION: Work Experience Placement 2019***

Please complete ALL information. Any application form that is not fully completed will not be accepted and will be returned to the student.

***PERSONAL DETAILS***

|  |  |
| --- | --- |
| ***First Name:*** |  |
| ***Surname:*** |  |
| ***DOB:*** |  |
| ***Tutor Group:*** |  |
| ***Gender:*** |  |
| ***Address:*** |  |
| ***Postcode:*** |  |
| ***Next of Kin Name:*** |  |
| ***Telephone Number:*** |  |

***DETAILS OF EDUCATION***

|  |  |
| --- | --- |
| ***Previous School/ College Attended:*** |  |
| ***Dates From/ To:*** |  |

***QUALIFICATIONS*** (What subjects/qualifications are you currently studying? What are your predicted grades?)

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| --- | --- |
| **Subject/Qualification** | **Predicted Grade** |
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***Certificates, Awards and Achievements***

Please list your awards and achievements and the year you received them.

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| **Name of Award** | **Year Award received** |
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***PREVIOUS WORK EXPERIENCE***

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| --- | --- | --- | --- |
| **Nature of Employment**  **(including job title)** | **Name and Address of Employer** | **From** | **To** |
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***INTERESTS AND HOBBIES*** (Are you a member of any clubs?)

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***PERSONAL STATEMENT***

Please write in support of your application stating the reasons why you would like to go on work experience and what you would bring to the placement you can mention your:

* Skills & Knowledge
* Personality type
* Previous Experience (paid or unpaid)
* Community Activities
* School/ home experiences
* The type of work placement that you would like to go to

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**WHAT ARE YOU REALLY LIKE?**

What do you think Customer Service is? How would you show it?

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Give me an example of how you have coped with a difficult situation

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What would you do if your alarm did not wake you for work?

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What would you bring to a Team?

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What do you understand by the term Time Management?

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**Do not print the application form! Please email completed Application Forms to:** [**careers@paigntonacademy.org**](mailto:careers@paigntonacademy.org)

**You will receive an email to confirm receipt of it and you will also receive a parent consent and own placement find form. Please complete and return these to reception by Friday 27th September.**