# Sample work experience application form for students

Company Logo

Delete this image and replace with your logo

# (provided courtesy of AugustaWestland)

Please write in **BLOCK CAPITALS** and use Black Ink

## Personal Information

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title:** |  Mr.  |  | Ms. |  |
| **Forenames:** |   | **Surname:** |  |

## Health

|  |
| --- |
| **Do you have any disability or medical condition which will require adjustments being made to the work place in order for you to be able to carry out your work experience?** |
|  |

## Contact Details

|  |  |  |  |
| --- | --- | --- | --- |
| **Home Address:** |  | **Home Telephone Number:** |  |
| **Mobile Telephone Number:** |  |
| **Postcode:** |  | **E-mail Address:** |  |

## Supporting Information

|  |
| --- |
| **Please tell us why you are applying for this work experience programme?** |
|  |

|  |
| --- |
| **What subjects at school do you find most enjoyable and why?** |
|  |

|  |
| --- |
| **Which areas of the company are of particular interest to you?** |
|  |

## Education

|  |  |
| --- | --- |
| **When do you intend leaving school/college?** **(please state month/year):** |  |

**List below schools/colleges attended**

|  |  |  |
| --- | --- | --- |
| **Full name and address of Secondary School/College and Town** | **Full Time or Part Time** | **Approximate Dates** |
| **From** | **To** |
|  |  |  |  |

**Please list subjects to be taken and your predicted grades**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **GCSE, NVQ, Other** | **Subjects to be Taken** | **Date to be Taken** | **Predicted Grade** | **GCSE, NVQ, Other** | **Subjects to be Taken** | **Date to be Taken** | **Predicted Grade** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

## Interests & Hobbies

|  |
| --- |
| **Give details of your main hobbies, sports and activities. Include details of any organisations of which you are a member (e.g. Scouts, Guides, Youth Clubs etc.) Mention any posts of responsibility.** |
|  |

## Source of Application

|  |
| --- |
| **How did you find out about Work Experience with *<<insert company details>>*?** |
|  |

## Declaration

I shall not divulge to any person, firm or company any confidential information relating to the company or its business which I may acquire during the course of this placement. To the best of my knowledge I declare that the statements and particulars in this application form are true and accurate.

|  |  |
| --- | --- |
| **Applicant’s Signature:** |  |
|
| **Applicant’s Name** |  |
| **Date:** |  |

When completed, please return to: <<insert details>> by <<insert return date>>.

Your application will be held on file until <<insert date>> and we will contact you by <<insert date>> to confirm whether or not you have been successful.