

LEGAL SERVICES WORK EXPERIENCE APPLICATION FORM

SECTION 1 – PERSONAL DETAILS	
Surname	
Forename(s)	
Age and Date of Birth	
Address	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Gender Neutral / Non-Gender <input type="checkbox"/> Prefer not to say
Ethnicity	<input type="checkbox"/> White <input type="checkbox"/> Asian / Asian British / Indian / Pakistani <input type="checkbox"/> Black / African / Caribbean / Black British <input type="checkbox"/> Mixed – Multiple ethnic groups <input type="checkbox"/> Another ethnic group – please describe:
Telephone / Mobile Number	
E-mail Address	
Status (Please tick)	<input type="checkbox"/> School <input type="checkbox"/> College <input type="checkbox"/> University <input type="checkbox"/> Not in Education / Employment / Training
Wolverhampton care leaver under the age of 25?	<input type="checkbox"/> Yes <input type="checkbox"/> No
EMERGENCY CONTACT	
Name of Emergency Contact and telephone number	
Relationship to you	
DISABILITY AND ADDITIONAL NEEDS	
Do you consider yourself to be a disabled person? *	<input type="checkbox"/> Yes <input type="checkbox"/> No
*The Disability Discrimination Act 1995 defines a disabled person as someone with a “physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day to day activities”	
Do you require any support or adjustments to enable you to take part in your placement?	<input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please provide details and include all relevant information)
Are you currently in receipt of any Government benefits – please indicate?	
Are you currently on any Government employment support programme?	

SECTION 2 – DECLARATION

Are you related to any elected member or employee of the council?

Yes No

(If yes, please give details of person/s)

Right to Work Check – can you provide documents detailed in the link below?

Yes No

[Employers' right to work checklist - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

SECTION 3 - CANDIDATE COMMITMENT

I confirm that I have received an overview of the Work Experience scheme and fully understand the aim of the scheme and agree a placement on it will be helpful in support of my personal development and future employability. I also confirm that I will give full commitment to participating in the Work Experience scheme for the duration of any placement I may be granted and during the same will also abide by the employer's code of conduct.

SECTION 4 - CONFIDENTIALITY AGREEMENT

I accept and understand that if I am granted a placement where I am working within City of Wolverhampton Council Legal Services, I will, at the commencement of that placement be required to sign a Confidentiality Agreement.

SECTION 5 - STATEMENT

I certify that to the best of my knowledge the information I have given is correct

Applicant Signature
(Please type name if filling in form electronically)

Date

SECTION 6 – OUR CONTACT DETAILS

Once you have completed all sections, please e-mail this application form and any supporting documents as part of your application to: Joanne.Hartshorne@wolverhampton.gov.uk

OFFICIAL USE ONLY:

On the student's first day ensure that all details are still accurate particularly the emergency contact details, and that the declaration section has been signed (if not, ensure the appropriate details are received and/or the declaration is signed).

Legal Services Management
Team Representative

Date