

Appendix A: Application for work placement

Please complete this form and return to humanresources@coal.gov.uk

Application for work experience

What type of placement are you looking for?	Block placement: (1 week) (2 weeks)..... Other (please specify)
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What dates are you looking to complete this placement? eg Mon 11 - Fri 15 July 2016	
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Section A: Personal information

Full name			
Date of birth			
Address			
		Postcode	
Email address			
Contact number			
Emergency contact			
Emergency contact number			
Relationship to emergency contact			
Do you have any form of disability or medical conditions?	YES/ NO	If YES, please complete Section A2. Please complete if the student has hearing difficulties/ colour blindness	

Section A2: Health and medical information

Name of medical condition	
Details about the condition	
Medicines that the student is dependent on	
In the event of an issue, please be aware:	

Section B: Education and qualifications

Name of school and colleges attended

School	Address	Dates From / To
Name of present school or college:		

Qualifications

Subject	Actual grade	Predicted grade

Other examination results

Subject	Actual result	Predicted result

Section C: Work experience and employment

If you have undertaken work experience or a similar activity please give details

Dates From/ To	Company name	Address	Type of work undertaken

Employment Include holiday jobs, weekend work and part time jobs			
Employer's name	Employer's address	Position held	Dates From/ To
Section D: About you Please write in full sentences			
What personal skills and qualities do you have to bring to this opportunity?			
Activities and interests List your interests outside school hours eg sports clubs, societies, voluntary work, fundraising			
Signed (student)		Date	

Thank you for completing this form.

Please return to the HR department.

To ensure your application is received please only email your application and DO NOT POST.

Please return to humanresources@coal.gov.uk