

# Work Experience

## Application form for Bede Island and Case House

PA Housing is committed to equality of opportunity. Selection for a work placement is based solely on availability.

Required\*

### About you

First name(s)\*:

Last name\*:

Address (line 1)\*:

Address (line 2)\*:

City\*:

County\*:

Postcode\*:

Phone Number\*:

Date of Birth\*:

Email\*:

### Preferred weeks to volunteer

Preferred week(s) to volunteer in business. Attendance each day will normally be 9am to 5 pm, but you may finish slightly earlier on some days or may be able to start slightly earlier. Please select more than one.

16 - 20 June

7 - 11 July

11 - 15 August

8 - 12 September

13 - 17 October

10 - 14 Nov

8 - 12 December

*Placements will be allocated on a 'first come first served' basis. We will contact you to confirm which of the weeks chosen can be accommodated. If the places available on preferred weeks have been taken, we will confirm this and let you know of the weeks where we still have availability.*

## Emergency contact details

Name\*:

Relationship to you\*:

Phone Number\*:

Address (if different to above)\*

Address (line 1)\*:

Address (line 2)\*:

City\*:

County\*:

Postcode\*:

## Are you...

PA Housing resident

A relative of a PA Housing resident

A relative of a PA Housing staff member

**If a relative of a PA Housing Resident or PA Housing Staff member, please detail:**

Name of staff member or name and address of resident (as currently)

What is your relationship to them? (as currently)

## Support

There are some placements that will involve shadowing a physically active role as part of the week. If there are any health conditions or accessibility requirements we should be aware of please provide details below

## Other Information

Please tell us any other information you think we should know\*

Have you ever been convicted of a criminal offence?\*

Yes

No

If Yes, please give details\*:

## Data Agreement And Declaration

PA Housing requires specific information so that we can provide a suitable work experience and do everything reasonable to protect your health, safety and welfare.

### **What information do we collect from you?**

We are required to collect only personally identifiable information that is specifically and voluntarily provided by applicants. We will collect the following information (but not limited to):

- Name, address, email, telephone number and emergency contact details.
- Details of your relationship to a staff member or resident.
- Answers to questions about what you wish to achieve from your placement.
- Any other information you wish to provide in support of your application.

### **Why do we collect this information (purpose)?**

As required by the GDPR (data protection regulations) we must only request information if we have a legal basis for doing so. You are agreeing to provide this information so that we may provide you with a work experience placement and carry out statistical analysis.

### **Who might we share your personal details with?**

- They will be made available to us and our processors.
- They will be used for communication with you regarding the work experience placement.
- They will be used for statistical analysis.

### How long do we keep hold of your information?

Your application will be retained securely for 6 months.

**To enable us to process your application, please read the above information and sign below, agreeing to the data requested being wused for the purposes of a work experience placement.**

**I certify that the information I have provided on this application is correct to the best of my knowledge and belief.**

Signed\*:

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Date\*:        /        /

Full Name\*:

**Parental consent signature if applicant is aged 18 or below.**

Signed\*:

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Date\*:        /        /

Full Name\*:

We can contribute towards any reasonably incurred expenses to cover travel to and from our offices. If you wish to reclaim travel costs, please contact us before the start of your placement. To reimburse the cost, we will need a copy of all receipts.

Any printed applications please send them to:

**Learning and Development  
3 Bede Island Road, Leicester LE2 7EA**