

Work Experience Application Form

Placement applying to:

Department / Ref no:	
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Personal details

Name	
Address	postcode
Date of Birth	dd/mm/yy
home tel.	
email	
mobile no.	

Date of Work Experience week

from	dd/mm/yy	to	dd/mm/yy
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Parent / Guardian

Name	
Address (If different from above)	postcode
home tel.	
email	
mobile no.	

Name of school

Name	
Address	postcode
Tel no.	
Teacher*	
email	

* Please put the name of the teacher/staff member who is responsible for the work experience week

Please list the academic qualifications, for which you are currently studying, or have obtained.

Subject	Level (i.e. standard)	Grade (if applicable)	Dates

What are your hobbies / interests and how do they relate to your plans for the future?

Please continue on a separate sheet if necessary.

Please tell us anything about yourself that you think is relevant to your application

(please include any additional needs where particular arrangements or adjustments might be required). Please continue on a separate sheet if necessary.

DATA PROTECTION INFORMATION

Information contained on this form will be held securely as a hard copy within the HR department for up to six months to enable us to administer your application.

Pages 1 & 2 will also be sent to relevant departmental representatives and/or potential line-managers to allow them to make a decision on your application.

- **I consent to the information on this form being held and used in the ways described above.**
- **I certify to the best of my knowledge that all the information I have given is correct.**

***Signature** (young person) _____ **Date** _____

***Signature** (Parent/Guardian) _____ **Date** _____

* Please note we do not accept self-found placements. On acceptance of a place at National Museums Scotland you will be asked to provide the correct documentation from your school showing you are undertaking this placement as part of the schools *Work Experience Week*.

Additional information

Thank you for expressing an interest in completing your work experience at the National Museums Scotland.

Each year over half a million school children in Great Britain complete one or two weeks work experience in a variety of organisations.

At National Museums Scotland we recognise the value work experience offers to young people in developing key lifelong skills in active citizenship, increased self-esteem, communication, organisation, teamwork and IT. Work experience can also help to raise awareness of how rights and responsibilities, Equal Opportunities, Health and Safety and environmental issues apply in the workplace.

What do Work Experience students do?

You will spend time in departments with a variety of staff during the week, working on a range of activities that will allow you to see how the department operates.

You may be involved in:

- Shadowing, observing and assisting staff with aspects of their work
- Cataloguing, labelling or re-organising items in our collections
- General administration such as photocopying or filing
- Computer based research
- Cleaning or maintenance of collections, equipment or displays
- Attending appropriate staff meetings or discussions.

What do I do now?

To be considered for a work experience place you must complete an application form and return it to the address indicated. This will allow us to match the role that is relevant to your areas of interest. The form can be handwritten or typed but should be returned as a paper copy, as we require signatures in certain sections.

Due to the number of application forms we receive we cannot acknowledge a receipt.

For this reason you will only be contacted if your application is successful. If you have not heard from us within 2 weeks of the placement it is unlikely you have been successful.

Ideally, you should apply **up to 8 weeks** before the placement is due to take place. Applications received less than 2 weeks of the placement will not be considered.

How will selection take place?

Selection is based on a number of factors:

- The information supplied in the application form
- The availability of appropriate tasks and staff time for line-managing these activities during the period of the placement.
- The number of students already placed in departments.

You should be aware that competition for a placement is extremely high, so please bear this in mind when filling out your application.

Please return the completed form by post to the:

**National Museums Scotland Volunteers Co-ordinator,
Human Resources Department,
National Museum of Scotland,
Chamber Street, Edinburgh, EH1 1JF.**