



MENSTON PRIMARY SCHOOL

Work Experience Placement

Application Form

(Secondary School Students)

Please complete this form and return it to office@menston.mlt.co.uk. Submission of an application does not guarantee a placement.

GDPR Notice

Information collected on this form will be used for placement administration, safeguarding, suitability assessment and communication with applicants, their schools and referees.

Applicant Details

Full Name:	
Date of Birth:	
Home Address:	
Postcode:	
Mobile Number:	
Email Address:	
Parent/Carer Name:	
Parent/Carer Telephone:	
Parent/Carer Email:	

Current Education

Current School:	
Year Group:	
School Work Experience Contact:	
School Work Experience Contact Email:	

Placement Details

Preferred Placement Start Date:	
Preferred Placement End Date:	
Total Days Required:	
Additional Information:	

Personal Statement

Why would you like to undertake your work experience placement at Menston Primary School?
What do you hope to gain from the experience?

Experience, Skills and Interests

Describe any existing experience working with, caring for or supporting primary-aged children. Include volunteering, sports coaching, youth organisations, mentoring, childcare or family responsibilities.

Skills, hobbies and interests:

Future Aspirations

What are your intended next educational steps?
What career or profession are you interested in pursuing?

Medical and Accessibility Information

Please provide details of any medical conditions, allergies, disabilities or reasonable adjustments required.

Safeguarding Declaration

The safety, wellbeing and protection of children are the school's highest priorities. Menston Primary School is committed to safeguarding and promoting the welfare of all children and expects all staff, volunteers and work experience students to share this commitment.

To help us ensure that all placements are suitable and safe for our pupils, please answer the following question honestly and fully:

Have you ever been involved in any incident, concern, investigation, disciplinary matter or behaviour issue that may affect your suitability to work with children?

- Yes

- No

If you have answered **Yes**, please provide full details below. Any information disclosed will be considered sensitively and confidentially as part of the school's safeguarding and risk assessment processes. Disclosure will not automatically prevent you from being offered a placement, but failure to disclose relevant information may result in your application being withdrawn.

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References

Your application will only be considered once two suitable references have been received. References help the school assess your suitability for a work experience placement in an environment where the safety and wellbeing of children is our highest priority.

Before providing the details of a referee, you must speak to them personally and obtain their permission for Menston Primary School to contact them. By including their details below, you are confirming that they have agreed to act as a referee and are willing to provide information about your character, reliability, conduct and suitability for working in a primary school environment.

One referee must be a member of staff from your current school (for example, a Head of Year, Form Tutor, Subject Teacher, Careers Lead or Senior Leader). The second referee must be an adult aged 18 or over who knows you well in a personal, educational, voluntary or professional capacity. Referees should not be peers, siblings or other young people.

Referee 1 – Current School Reference (Required)

I confirm that I have spoken to this referee and they have agreed to be contacted by Menston Primary School.

Yes

Name:	
Job Title/Role:	
School:	
Email Address:	
Telephone Number:	

Referee 2

I confirm that I have spoken to this referee and they have agreed to be contacted by Menston Primary School.

Yes

Name:	
Job Title/Role:	
School/ organisation:	
Email Address:	
Telephone Number:	
Relationship to Applicant	

Expectations During a Work Experience Placement

Successful applicants will be expected to behave in a professional, responsible and respectful manner at all times and to follow the school's safeguarding, health and safety and confidentiality requirements. Work experience students must act as positive role models for children, follow the guidance and instructions of school staff, wear appropriate clothing and conduct themselves in a way that supports the school's values and commitment to safeguarding. They must also respect the privacy of pupils, families and staff, and use mobile phones only in accordance with school procedures.

To protect pupils and maintain appropriate professional boundaries, work experience students must not take photographs, share personal contact details with pupils, communicate with pupils through social media, arrange to meet pupils outside school, disclose confidential information or take responsibility for disciplining children.

Applicants should note that this is only a summary of the school's expectations. Students who are offered a placement will receive further information before their start date, including guidance on safeguarding, confidentiality, professional conduct, dress expectations, health and safety procedures, daily routines and the duties they may be asked to undertake during their placement. An induction will be provided at the start of the placement to ensure students understand their responsibilities and how to contribute safely and effectively to school life.

Declarations

Applicant Declaration:

I confirm that the information provided is accurate and that, if my application is successful, I agree to comply with all safeguarding, confidentiality and conduct requirements. I understand that the safety and wellbeing of children is Menston Primary School's highest priority and that any offer of a placement may be withdrawn if information is provided which raises safeguarding concerns.

Applicant Signature: _____ Date: _____

Parent/Carer Consent:

I give permission for this application and any necessary communication with the applicant's school and referees.

Parent/Carer Signature: _____ Date: _____

Please return this completed application form to office@menston.mlt.co.uk or hand a completed copy in to the school office.

Office Use Only

Date Received:

References Requested:

References received:

Placement Approved:

Placement Declined: