

# Application Form for Work Experience Placement

(Complete in block capitals using black ink)

*In order that we can provide you with a quality and worthwhile placement, please complete and return this form as soon as possible.*

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## PERSONAL DETAILS

Name .....

Date of Birth .....

## ADDRESS

Home address .....  
.....  
.....

Tel. No. ....

School/College/University.....

Address .....  
.....

Contact Name .....

Tel. No. ....

Have you completed any other application form? (e.g. Careers Wales, Career Paths etc)

Yes ( ) No ( )

If so, please provide details .....

.....

## EDUCATION

Subjects currently being studied .....  
.....  
.....  
.....

*To help us provide you with a quality placement please complete questions 2 to 6.*

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Date of Placement required from..... To.....

1. Area of interest (i.e. where would you ideally like to be placed, Please see annex A)

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2. Please explain why you would like to be placed in the area(s) that you have stated above?

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3. Why did you choose the National Assembly for Wales for your work experience?

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4. What objectives do you hope to achieve from this placement? (These should be linked to your career aspirations and reflect development of key skills)

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5. What do you have any special interests/hobbies?

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6. Are you a Welsh speaker?

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7. Do you have any special request we should know about? (if yes, please specify)

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8. Does your school/college/university provide you with a diary/report to complete whilst you are on your work experience?

YES  NO

**TO BE COMPLETED BY FORM TEACHER/COURSE TUTOR**

Please give a brief outline of the objectives for this placement

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Signed .....

Date .....

Contact .....

**FOR OFFICIAL USE ONLY**

Date received ..... Date of Placement .....

Participating Division .....

Accepted: YES  NO

Please note: Inform student of outcome and action accordingly

BF date (if required) .....

(Annex A)

**List of Division's within the Assembly Parliamentary Service**

**Assembly Parliamentary Service**

**Clerks & Deputy Clerks Office:**

**Better Governance for Wales**

**Legal Division**

**Government of Wales Bill**

**Assembly Communications Division:**

**Media Relations**

**Parliamentary Translation & Reporting Service**

**Information Communication and Technology**

**Public Information Service**

**Chamber Secretariat**

**Corporate Services:**

**Human Resources**

**Fees Office**

**Office, Facilities Management:**

**Cardiff Bay Services & Facilities Management**

**Health & Safety**

**Members Research & Committee Services :**

**Finance & Statistics (FAS)**

**Economic Development, Environment and Europe (EDEE)**

**Culture, Education, Equality, Local Government and Constitutional Issues (CEELG)**

**Members Library**

**Presiding Office**

**Table Office**



Cynulliad National  
Cenedlaethol Assembly for  
Cymru Wales

PRIVATE AND CONFIDENTIAL

## EQUAL OPPORTUNITIES MONITORING FORM

**THIS SHEET WILL BE DETACHED FROM YOUR APPLICATION UPON RECEIPT IN THE  
NATIONAL ASSEMBLY FOR WALES**

### Data Protection Act 1998 EQUAL OPPORTUNITIES POLICY

The National Assembly for Wales is an Equal Opportunities Employer. We want to ensure that all applicants are treated equally whatever their race, colour or ethnic origins. To do this we need to know about the ethnic origin of people who apply to join us. We should, therefore, be grateful if you would complete the following question. Your answer will be treated confidentially and **will not affect your work experience in any way.**

My gender is (*please tick appropriate box*)  Male  Female

Please show which group best describes your ethnic or decent by ticking **ONLY ONE** of the boxes below:

British	<input type="checkbox"/>	White & Black Caribbean	<input type="checkbox"/>
Welsh	<input type="checkbox"/>	White & Black African	<input type="checkbox"/>
Irish	<input type="checkbox"/>	White & Asian	<input type="checkbox"/>
Any other white Background	<input type="checkbox"/>	Any other mixed background	<input type="checkbox"/>

Please describe..... Please describe.....

<b>Asian or Asian British</b>		<b>Black or Black British</b>	
Indian	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>	African	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>	Any other Black Background	<input type="checkbox"/>
Any other Asian Background	<input type="checkbox"/>	Please describe.....	

Please describe.....

<b>Chinese or other ethnic group</b>	
Chinese	<input type="checkbox"/>
Any other ethnic group	<input type="checkbox"/>

Please describe.....

Age: 15-16 yrs  17-18yrs old  19-20 yrs  21+

Do you have a disability? Yes  No

Please Specify .....