

# **Work Experience at Southend-on-Sea City Council**

Information and application

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# Introduction

Work experience introduces young people to the work environment. It can be a valuable part of their education. We encourage meaningful work experience placements for young people in education aged 14 to 18 and up to 25 for care leavers. We aim to host placements that allow students to develop and learn and gain an insight into the work and career opportunities at Southend-on-Sea City Council.

We encourage work experience placements and acknowledge the benefits that a work experience person can bring, such as enthusiasm, extra human resources to help complete projects and improved ties with the local community.

Similarly, work experience people benefit from their placement with our organisation by gaining valuable career experience and enhancing their CVs.

Meaningful work experience is:

- purposeful, substantial and offers challenge. It is relevant to the young person's studies or career aspirations.
- structured to provide tangible outcomes for both the student and the council.
- clear about the roles, duties and expectations of both the student and the council.

Work experience does not form part of any contracts of employment, and we reserve the right to amend or withdraw placements at any time.

## Guidance

**Please return completed applications to:**

Resourcing and Talent Management Team ([resourcing@southend.gov.uk](mailto:resourcing@southend.gov.uk)).

All signatures are required.

**If under the age of 18 Parents/Guardian to sign Section 1 Part 8**

You will be notified of the outcome of your application.

Please ensure you have completed all sections including the date the placement is required, as we are unable to process incomplete applications.

If you are currently unemployed and claiming benefits, you must inform your Job Centre Advisor.

For further assistance please contact the Resourcing and Talent Management Team ([resourcing@southend.gov.uk](mailto:resourcing@southend.gov.uk)).

# Application form

Preferred date of work experience: From: \_\_\_\_\_ To: \_\_\_\_\_

Do you currently live and/or study in Southend?  Yes  No

## Personal Details

Forename(s):		Surname:	
Address:			
Postcode:	Date of birth:		Age:
Email:			
Contact number:			

## Current Training Provider / College (if applicable):

Name and Address	
Postcode:	Telephone:

## Next of Kin/Emergency Contact

Name and Address	
Postcode:	Telephone:

## Pre-agreed placements

Please complete the following if a placement has already been agreed by an employee of Southend-on-Sea City Council.

**Council employee name:**

**Email:**

**Telephone:**

**Location of placement:**

**Date of placement:**

## Desired Work Area

Please tick all areas of the Council that you would be interested in working within:

### Strategy and Change

- Policy
- Communications
- Community Engagement
- Service Design
- Human Resources, including Recruitment and Payroll
- Organisation Development and Learning
- ICT
- Customer Experience
- Transformation
- Legal Services
- Democratic Services

### Finance and Resources

- Financial Services
- Internal Audit and Counter Fraud
- Asset Management
- Corporate Procurement
- Revenues and Benefits
- Emergency Planning

### Children and Public Health

- Social Work, Early Help and Youth Support
- Education, Inclusion and Early Years
- Public Health

## Adults and Communities

- Adult Social Care
- Integration and Partnerships
- Communities
- Culture and Tourism, including theatres, museums, libraries and galleries

## Environment and Place

- Regeneration and Housing
- Growth and Planning, including Building Control
- Highways and Transportation
- Waste and Climate Change

From the categories above, please indicate your top 3 work choices, 1 being your 1<sup>st</sup> preference

<b>1</b> e.g. Customer Experience
<b>2</b>
<b>3</b>

If the 3 options you have chosen are unavailable, are you prepared to accept an alternative?

- Yes       No

## Qualifications and Experience

If you have not yet taken your exams, please provide predicted grades

Subject	Type of qualification	Grade (or predicted)	Year taken / to be taken
e.g. English	GCSE	Predicted 5	June 2023

Why do you want a work experience placement with Southend-on-Sea City Council?

Considering the choices you have made, what skills are you hoping to gain/develop from your work experience?

Tell us about your previous work history (i.e date, where and what) also any other relevant work experience and training (including volunteering).

What skills do you have in ICT and what software packages are you comfortable using?

What are your hobbies and interests?

## Personal Information: Equality and Diversity Monitoring

Your personal information/data will be used internally within the council to process your application and for the purposes of securing and providing you with a placement if you are successful. The council will not share your personal data with third parties unless required to do so by law.

The contact details you provide will only be used to contact you in relation to progressing your application and for the purposes of your placement.

The work experience scheme will only hold onto your personal data for a maximum of 18 months from the date of receipt of your application for administration purposes and will be deleted after this period.

**Please answer the following questions about yourself to help us make sure that work experience offers are delivered fairly to everyone. The information will be treated as confidential, and answers will not have a negative effect on the work experience placement but will ensure a suitable place is identified.**

### Children and Young People in Care

	Yes	No
I am currently in care	<input type="checkbox"/>	<input type="checkbox"/>
I am a care leaver between the ages of 18-25	<input type="checkbox"/>	<input type="checkbox"/>

### Gender Identity

Please put a cross (x) in one box only

- Male
- Female
- Non-binary
- Trans female
- Trans male
- Prefer not to say

### Sexual Orientation

Please put a (x) in one box only

- Heterosexual
- Lesbian
- Gay
- Bisexual
- Other
- Prefer not to say



## Ethnic Information

To which of these groups do you consider you belong to? Please put a (x) in one box only

### White

- English
- Welsh
- Scottish
- Irish
- Gypsy or Irish Traveller
- Eastern European
- Any other white background

### Black or Black British

- Caribbean
- African
- Any other black background

### Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background

### Mixed

- White & Black Caribbean
- White & Black African
- White & Asian
- Any other mixed background

### Other ethnic groups

- Arab
- Any other ethnic group
- Prefer not to say
- Not known

## Religion

Please put a (x) in one box only

Christian

Buddhist

Hindu

Jewish

Muslim

Sikh

Other

Prefer not to say

No religion

Not known

## Disability

Southend-on-Sea City Council is an equal opportunities employer. The Equality Act defines a person as having a disability if he/she "has a physical or mental impairment which has a sustainable and long-term adverse effect on his/her ability to carry out normal day to day activities"

**Do you consider yourself to have a disability?**

Yes  No

**Do you require any adjustments to support your work placement?**

Yes, please specify below

No

Prefer to discuss 1-1

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Wherever possible and reasonable, we will make adjustments and offer alternatives to help those with a disability throughout the placement process.

## Convictions and Prosecutions

**Do you have a prosecution, or have you ever been convicted at a court or issued a caution, reprimand or warning by the Police for any offence?**

Yes

No

If yes, please give date(s) of conviction, caution, reprimand or warning(s) and brief details.

Date(s)	Details

## Permissions

There may be occasions when you are asked to travel independently or alone with council staff in vehicles at any site across the city and outside of the city.

**Do you give your consent for this?**

Yes  No

There may be occasions where you are asked to have your photo taken. This could be used for promotion or marketing material.

**Do you give your consent for this?**

Yes  No

*I confirm that the details I have provided are accurate and correct.*

*I note that the information on this application form will be held no longer than necessary and may be further processed or verified in accordance with the Data Protection Act 1998.*

**Parent/guardian to sign if the applicant is under the age of 18**

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_