**Cardiff Council – Unpaid Work Experience Placement Form**

Complete this form and send it to [HRPeopleServices@cardiff.gov.uk](mailto:HRPeopleServices@cardiff.gov.uk). This information will help us create a rewarding and informative placement for you.

We appreciate all interest in working with us and we work hard to provide as many placements as possible. Unfortunately, it is not always possible due to the high demand.

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| **Personal Details** |
| Name: |
|  |
| Email address: |
|  |
| Telephone number: |
|  |
| House or flat number: |
|  |
| Street name: |
|  |
| District: |
|  |
| City: |
|  |
| Postcode: |
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| Age (Due to health and safety reasons, some placements are over 18 only) |
| 14-17 |
| 18-24 |
| 25 and over |

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| **Alternative contact details - Only for organisations applying on behalf of an individual.** If you are a school, college, training provider or other organisation requesting this placement on behalf of the individual please include your details here. |
| Organisation name: |
|  |
| Contact name: |
|  |
| Address: |
|  |
| Postcode: |
|  |
| Telephone number: |
|  |
| Email: |
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| About your placement  Highlight the type of placement you want |
| **Meet the Expert’** – A session with an officer to chat one-to-one about a role you aspire to. |
| **Work Shadowing** - up to 3 days of training tasks and activities, or a series of one-to-one meetings with team members. |
| **A Work Experience Placement -** taking place over 4 or more days (up to 10), either full or part days, to learn to undertake activities similar to those undertaken by team members. |
| **An Extended Work Experience Placement** - Working on a particular activity, skill or project linked to your studies or career goals, usually no longer than 30 days. |
| **Can you access an online placement?**  As some teams work remotely they may be more able to offer a Virtual Placement, online. To access an online placement, you will need an email account, and either a laptop, computer, tablet, smart phone, or other internet enabled device to participate in an online placement. |

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| Placement requirements |
| Date you can start: |
|  |
| This placement request is to support:  (select those which apply) |
| Employability skills, knowledge, or experience  As part of school, FE, HE or vocational course |
| Course title: |
|  |
| Course provider name: |
|  |
| What knowledge, skills or experience would you like to get on your placement? |
|  |
| What are your long-term career goals? |
|  |
| Tell us a little about yourself. For example, your current skills, experience, interests, or any studies you are currently taking or have completed. |
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| If you have any accessibility needs that would help on you on a placement, please let us know here. |
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| Please highlight which career paths you are most interested in: |
| Childrens and Adults Social Services |
| Construction, Major Projects, Housing and Planning |
| Community Hubs, Benefits and Money Advice, Into Work Teams |
| Customer Services and Business Support |
| Digital Services and Information Technology |
| Data Analytics |
| Environment, Horticulture, Parks and Wildlife Conservation |
| Education, Schools and Early Years Support |
| Disability Services and Independent Living Services |
| Economic Development and Inward Investment |
| Electrical or Mechanical Engineering |
| Hardware and Software Engineering |
| Events, Culture, Sport and Leisure activities |
| Human Resources, Law, or Procurement |
| Accountancy, Audit, Insurance and Risk |
| Housing, Repairs and Homelessness Services |
| Horse-riding Centre and Cardiff Dogs Home |
| Social Policy and Governance |
| Traffic and Transport Planning and Waste Management |
| Welsh Translation Services |
| Other (If other, please specify): |
|  |

**Please complete the Equalities Monitoring Form on the next page**

**Equalities Monitoring** – please complete the following information to help us monitor and improve our services – this information is removed by HR before we process your enquiry.

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| Gender |
| Female |
| Male |
| Other |
| Prefer not to say |

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| --- |
| What is your age? |
| Under 16 |
| 16 – 24 |
| 25 – 34 |
| 35 – 44 |
| 45 – 54 |
| 55 – 64 |
| 65 + |

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| --- |
| Do you consider yourself to have a disability? |
| Yes |
| No |

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| --- |
| What is your first language? |
| English |
| Welsh |
| Other - Please Specify: |
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| What is your sexual orientation? |
| Bisexual |
| Gay |
| Heterosexual |
| Lesbian |
| Other |
| Prefer not to say |

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| --- |
| What is your ethnic group? |
| **Asian or Asian British** |
| Bangladeshi |
| Indian |
| Pakistani |
| Other |
| **Black or Black British** |
| African |
| Caribbean |
| Other |
| **Chinese or Chinese British** |
| **Mixed Race** |
| White and Asian |
| White and Black African |
| White and Black Caribbean |
| Other Mixed Background |
| **White** |
| Welsh |
| British |
| European |
| Other |
| **Other Ethnic Group** |
| **Prefer not to say** |

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| --- |
| What is your religion? |
| Buddhist |
| Christian |
| Hindu |
| Jewish |
| Muslim |
| Sikh |
| None |
| Prefer not to say |
| Other, please specify: |
|  |