

## Work Experience Application Form

Placement applying to:

Department / Ref no:	
----------------------	--

### Personal details

Name	
address	
	postcode
home tel	
email	
mobile no	

Date of Work Experience week

(dd/mm/yy)

(dd/mm/yy)

from	/	/	to	/	/
------	---	---	----	---	---

Date of birth

(dd/mm/yy)

/	/
---	---

### Parent / Guardian

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

### Name of school

Name	
address	
	postcode
Tel no	

contact 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.**

<b>Subject</b>	<b>Level</b> (i.e. standard)	<b>Grade</b> (if applicable)	<b>Dates</b>

**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

### **GDPR AND DATA PROTECTION ACT 2018**

The information collected on the Work Experience Application Form will only be used for the purposes of recruitment and selection for the work experience opportunity you have applied for with National Museums Scotland, in accordance with General Data Protection Regulation. As you will appreciate, we need to use your personal information to process your application, determine your suitability for the role, comply with our legal obligations, take steps towards entering into an agreement with you, and further NMS' legitimate business interests. Please refer to National Museum Scotland's *Volunteer Privacy Notice* for more information.

The information contained on this form will be held securely as a hard copy within the Human Resources department for up to 6 months to enable us to administer your application.

It will also be sent to relevant departmental representatives and / or potential volunteer line-managers to allow them to decide on your application.

**Please sign here to indicate that all the information you have given us in this form is true, as far as you know.**

**\*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.

Students 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 one month of the placement it is unlikely you have been successful.

Ideally, you should apply **three to six** months before the placement is due to take place. Applications received less than 3 months 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: **NMS Volunteers Co-ordinator, Human Resources Department, National Museum of Scotland, Chamber Street, Edinburgh, EH1 1JF.**