



Work Experience Placement – Application Form

Please complete this form and send it to:
Surrey Arts Wardrobe, 14 The Pines, Broad Street, Guildford, Surrey, GU3 3BH
OR email to sa.wardrobe@surreycc.gov.uk

Personal Details

Title:	Name:	Surname:
D.O.B:	Age:	Telephone:
Address:		
		Postcode:
Email Address:		

Education

Name of School/College/University:		
Address:		
		Postcode:
Name of school contact:		
Email address:	Telephone:	

Placement Details

Duration of placement required - Note: Our "week" is four days, from Tuesday to Friday

1 Week	2 Weeks	Other:
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Dates available

Please be specific, rather than stating academic terms, in order of preference where applicable.

If your dates are not flexible, please state only the dates you are able to do.

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2
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Course Information

Please provide information about relevant subjects you are studying and your expected grades:

Institution/School	Subject	Level (GCSE/A Level/BA)	Grade

Personal Statement

Please provide any relevant information to support your application and let us know why you would like a placement at Surrey Arts Wardrobe. This could include; your interests, experience, skills and career aspirations. Continue on, or attach a separate sheet if necessary.

Minimum length: 500 words. Maximum length: 2000 words.

Confidentiality Statement

Please read the following statement and sign the declaration below:

If your application for work experience is successful, you may have access to sensitive information regarding customers, employees or other visitors to the building. It is important to retain said information in a confidential manner under the Data Protection Act 1998. Furthermore, you must not access information or material that you have received no instruction to do so. Failure to adhere to this may breach other individuals' rights to privacy and in turn may be deemed an act of criminality.

By submitting this application for work experience, you acknowledge that you have read the above statement and have agreed to its terms in regard to your visit to The Wardrobe/SCC.

Signed:

Date: