

Notes on completing the application form

The information you provide will support your application and help us find you a placement.

Read and complete all relevant sections on the Microsoft form. In addition, please read the **Occupational Health form**. This is vital in order to protect yourself and our patients.

Decisions about who will be selected for a placement will be based on the information you give in your application form. Fill the form in as completely and as clearly as possible so we can consider everyone on the same basis. **If we have more applications than available placements, we may use the following shortlisting criteria;**

- Lives/studies within our Trust Catchment Area
- Meets/will meet academic requirements for chosen career
- Meets criteria for [Widening Participation](#) based on additional information given

Personal details

Please enter your personal details fully and accurately so that we can contact you easily and quickly.

Emergency contact

Please enter the details of someone we can contact in an emergency. We will use this information during a placement.

Additional information about you

We want to ensure that we make our placements are available to people that would most benefit from the experience. This section will help us understand your background.

We want to know if you have any relatives in our organisation so that we can ensure that we place you, if appropriate, in a different department.

Qualifications

We are interested in what qualifications you already have and the courses you are studying including predicted grades. This is so we can be sure that the placement will best suit your needs.

Why you have chosen the placement

In your answer you should talk about why you are interested in the placement and what you want to learn from it. Tell us about your future career plans and why you are interested in the NHS. We want to get to know you, so give examples of any interests, voluntary or paid work. A lack of interest will most likely result in a lack of placement.

Finally

Sign the form. This includes providing contact details for a referee who can support your suitability for this experience and a parent/guardian if under 18. If you are successful, we shall contact them separately.

Remember to spellcheck your application and give it another check for inaccuracies before you submit.

The Work Experience Team