



## Part 1 - Work Experience - Applicant Details

<b>Title</b>			
<b>Full Name</b>			
<b>Address</b> <i>(Including Postcode)</i>			
<b>Email Address</b>			
<b>Contact Number</b>			
<b>Date of Birth</b>		<b>Age</b>	
<b>Emergency Contact Name</b>			
<b>Emergency Contact Number</b>			

<b>Are you currently in education?</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>If yes</b> , where do you currently study at? - <i>Please provide Name and Address for your school/college/university/etc.</i>		



## Part 2 - Work Experience - Placement Information

Area of interest for Work Experience	
Please preferred dates for Work Experience	
<b>Supporting Information.</b> Please provide a personal statement about yourself, your reasons why you would like to do this placement at 101.8 WCR FM, and what you hope to gain from the experience	



### Part 3 - Work Experience - Monitoring Information

**Do you have any of the following underlying health conditions which make you clinically vulnerable**  
*(Evidenced for example by a letter from their doctor or healthcare professional)? (✓ tick as appropriate)*

- Chronic (long term) respiratory disease, such as asthma (requiring continuous or repeated use of inhaled or systemic steroids or with previous exacerbations requiring hospital admission), chronic obstructive pulmonary disease (COPD), emphysema or bronchitis
- Chronic heart disease, such as heart failure
- Chronic kidney disease
- Chronic liver disease, such as hepatitis
- Chronic neurological conditions, such as Parkinson’s disease, motor neuron disease, multiple sclerosis (MS), a learning disability or cerebral pals
- Diabetes
- Problems with your spleen – for example, sickle cell disease or if you have had your spleen removed
- A weakened immune system as the result of conditions such as HIV and AIDS, or medicines such as steroid tablets or chemotherapy
- Being seriously overweight (a body mass index (BMI) of 40 or above)
- Pregnancy
- Other **(please disclose in ‘Monitoring Information’)**

Are you aware of a health condition / disability which might impair your ability to undertake the Work Experience Placement you have been offered?	<b>Yes</b>	<b>No</b>
Are you aware of a health condition / disability which might affect your placement, and which might require special adjustments	<b>Yes</b>	<b>No</b>
Do you have any allergies? If <b>yes</b> , please provide further details:	<b>Yes</b>	<b>No</b>

*If indicating **yes** to either of the questions above, please provide further details:*



**Part 4 –Reference:**

**Please Note:**

If you attend school/college/university, your referee must be a Teacher/Tutor. If you are no longer in education a reference is required from an employer or person of standing. (Please see page 7 for examples of who could be used as a referee)

- You must have known your referee for more than **2 years**
- Your referee must **NOT** be friends or family
- You must gain consent from your referee to share their information prior to submitting your application
- We cannot proceed with your application until we have received your reference.

	REFEREE - 1
<b>Name</b>	
<b>Contact Number</b>	
<b>Email Address</b>	
<b>Postal Address</b>	
<b>How long have you known your referee?</b>	
<b>In what capacity do you know your referee?</b>	

**Part 5 – Parent/Guardian agreement:  
(If under 18, please obtain the following signatures)**

I have read the work experience programme information and understood the requirements. I will ensure the student carries out these obligations and confirm that he/she is not suffering from any complaint, which might create a hazard to him /herself or to those working with him/her. I give permission for my son/daughter to attend the placement at 101.8 WCR FM.

<b>Name</b>	
<b>Contact number</b>	
<b>Relation to Student</b>	
<b>Sign</b>	
<b>Date</b>	



## Part 6 - Work Experience – Applicant Agreement

1. 101.8 WCR FM places considerable importance on the need for attention to Health and Safety at work. You have the responsibility to acquaint yourself with the safety rules of the work place, to follow these rules and make use of facilities and equipment provided for your safety. It is essential that all accidents, however minor, are reported.
2. 101.8 WCR FM will also expect you to observe other rules and regulations governing the workplace which are drawn to your attention. Please note that there is a No Smoking Policy covering the whole working environment.
3. 101.8 WCR FM fully supports equal opportunities in employment and opposes all forms of unlawful or unfair discrimination on the grounds of ethnic origins, gender, disability, age, religion or sexuality.
4. There will be no payment for meals or travelling expenses.
5. An opportunity may be provided to visit another broadcast operation elsewhere, such as the BBC in Birmingham. If you wish to visit you must make your own travel arrangements to do so.

### 6. Notes for Guidance

- While you are at work you may have access to confidential or personal information or data. You may find this information out as part of your work, or you may simply see, hear or read something while you are working. It is essential that this information is kept confidential. This confidentiality extends past the time that your work experience at 101.8 WCR FM is finished.
  - It is stressed that all individuals should adhere to these guidance notes. This includes those who are here on a work placement to gain experience and staff working on a voluntary basis.
7. Please can you confirm if you give consent to being part of any photography in relation to my work experience role which will be used to promote the activities of 101.8 WCR FM within the organisation and via Internet/Social Media.

**Please tick where appropriate: YES  NO**

### Applicant Agreement

**I confirm that I have read and understood the above requirements in the Work Experience Applicant Agreement.**

**I declare that the information on this form is true and complete.**

<b>Print Name</b>	
<b>Sign</b>	
<b>Date</b>	

### Returning your application form -

**Please return all Work Experience Placement Application documents to 101.8 WCR FM via:**

**Email – tim@wcrfm.com and stuart@wcrfm.com**

**Thank you.**



## 101.8 WCR FM

### **Person of Standing Signatory List (Examples of people who you may use as a referee)**

The signatory should be a professional person or a person of good standing in the community. The following are examples of the type of person that would be suitable based on those suggested by the Identity and Passport Service (IPS):

- Accountant
- Airline pilot
- Bank/building society official
- Barrister
- Chairman/director of limited company
- Chiropodist
- Commissioner of oaths
- Councillor (local or county)
- Civil servant (permanent)
- Dentist
- Director/manager of a VAT-registered charity
- Director/manager/personnel officer of a VAT-registered company
- Engineer (with professional qualifications)
- Financial services intermediary (e.g. a stockbroker or insurance broker)
- Fire service official
- Funeral director
- Insurance agent (full time) of a recognised company
- Journalist
- Justice of the Peace
- Legal secretary (fellow or associate member of the Institute of Legal Secretaries and PAs)
- Licensee of public house
- Local government officer
- Manager/personnel officer (of a limited company)
- Member, associate or fellow of a professional body
- Member of Parliament
- Merchant Navy officer
- Minister of a recognised religion (including Christian Science)
- nurse (RGN and RMN)
- Officer of the armed services (active or retired)
- Optician
- Paralegal (certified paralegal, qualified paralegal or associate member of the Institute of Paralegals)
- Person with honours (an OBE or MBE, for example)
- Pharmacist
- Photographer (professional)
- Police officer
- Post Office official
- President/secretary of a recognised organisation
- Salvation Army officer
- Social worker
- Solicitor
- Surveyor
- Teacher, lecturer
- Trade union officer
- Travel agent (qualified)
- Valuer or auctioneer (fellows and associate members of the incorporated society)
- Warrant Officers and Chief Petty Officers