

APPLICATION FORM FOR WORK PLACEMENT

1. PERSONAL DETAILS					
First Name:				Last Name:	
Address:					
Post Code:					
Telephone Number:			Mobile Telephone No:		
Email Address					
Are you aged over 18:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Do you live within the Manchester and Salford Area:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Are you currently studying within the Manchester and Salford Area:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Please state the University:					
Are you related to any Manchester or Salford City Council Councillors or member of staff:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
If 'Yes' please state their name and position:					
2. Education					
University	Course	Qualification/Grades			

College	Course	Qualification/Grades

3. EMPLOYMENT/WORK EXPERIENCE

Employer:	
Address:	
Post Code:	
Position Held:	
Summary of Position (No more than 250 words):	

Employer:	
Address:	
Post Code:	
Position Held:	
Summary of Position (No	

more than 250 words):

Employer:

Address:

Post Code:

Position Held:

Summary of Position (No more than 250 words):

PLEASE CONTINUE ON A SEPARATE SHEET IF NECESSARY / OR ATTACH YOUR CV FOR OUR CONSIDERATION

4. ABOUT YOU

(A) Please set out the areas of law that interest you and why?

(B) What interests you about working in Local Government?

(C) What are you hoping to achieve from the Placement? (Max 750 words)

(D) Personal Interests

(E) Additional Information – please include any other information that you consider relevant to your application

5. PLACEMENT

What areas of Law would you be interest in being placed in during your placement in the Council: (Please mark all that apply)	Property			Regulation and Enforcement	
	Commercial			Democratic Services	
	Litigation			Employment	
	Debt recovery			Physical Infrastructure - Planning	
	Community Services			Childcare – Please see additional information that is required	
	Neighbour Nuisance				

FOR INFORMATION ON THE AREAS OF LAW PLEASE SEE THE PLACEMENT POLICY

6. CONFIDENTIALITY

I agree that if successful in my application for a placement within the combined Legal Services of Manchester and Salford City Council, that I shall not at any time whilst in the placement or at any time thereafter, directly or indirectly use, record or disclose any Protected Information (as defined below), except as may be necessary for the proper performance of my placement or as may be specifically authorised in writing by an authorised officer of Manchester City Council.

Protected Information means information in whatever form and on whatever medium which is

- a) for Manchester City Council business use only in that it is intended for the use of Manchester Council officers only and the unauthorised disclosure of which beyond this purpose would be likely to be prejudicial to the interests of the Manchester City Council and/or
- b) subject to restriction on disclosure of personal data in accordance with data protection legislation.

I understand that I will be asked to sign a further confidentiality statement prior to commencing my placement if successful in the application process.

The Council will treat the information contained within this form as confidential and in accordance with its duties under data protection legislation.

7. DECLARATION

I authorise the Council to hold, collect and store the information contained within this form for the purpose of assessing my application in accordance with the Placement Policy.

I declare that the information that I have provided within this form is correct to the best of my knowledge, and that I will abide by the rules and requirements that are set out within the Policy document on work Placements within the Council.

SIGNED:		DATE:	
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PLEASE RETURN THIS FORM TO THE FOLLOWING ADDRESS:

**Manchester City Council
Legal Services
Workforce Development Group
Town Hall Complex
PO Box 532
Manchester
M20 2LA**

Or Email it to: ruth.drozario@manchester.gov.uk