Please complete this form if you are applying for an unpaid placement within Leeds City Council.

**Request for an unpaid placement**

**About you**

|  |  |
| --- | --- |
| Name: | Click here to enter text. |
| Address: | Click here to enter text. |
| Email: | Click here to enter text. |
| Telephone number: | Click here to enter text. |

**Your current education**

|  |  |
| --- | --- |
| Are you under 18 years old? | Click here to enter text. |
| Where are you studying? | Click here to enter text. |
| What year are you in | Click here to enter text  |
| What are you studying? | Click here to enter text  |
| At what level are you studying? (GCSE/A Level/Foundation/Degree/Masters) | Click here to enter text  |

**What placement are you looking for?**

|  |  |
| --- | --- |
| What sort of team or work do you want to experience? (For example, town planning, law, accountancy.) | Click here to enter text. |
| Why are you requesting this placement?  | Click here to enter text. |
| Why have you selected Leeds City Council | Click here to enter text. |
| Have you applied to any other organisations | Click here to enter text. |
| What do you wish to achieve at the end of placement? | Click here to enter text. |
| When would you like the placement to start? | Click here to enter text. |
| How long do you want to be with us? | Click here to enter text. |
| How many days a week are you asking for? | Click here to enter text. |
| We often work around 7½ hours a day. How many hours a day will you be able to commit? | Click here to enter text. |

**Tell us about yourself**

Think about what we will need to know to make sure you have a good placement experience.

|  |
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| Click here to enter text.(We’re looking for something about two to eight lines long.) |

Please return this completed form to HRresourcing@leeds.gov.uk