



## Work Experience Application Form

### Contact Information

Name	
Date of Birth	
Home Address	
Dates at Home Address	
Term Time Address (if applicable)	
Dates at Term Time Address	
Home Telephone	
Work Telephone	
Mobile Telephone	
Email Address	

### Scheme

Please circle the work experience scheme you are applying for;

Two/Three week Spring	Two/Three week Summer
-----------------------	-----------------------

### Current Education Stage

Please let us know at what stage of your education you are at:

School:	Year:	
College:	Year:	Course:
University:	Year:	Course:
Post-Graduate:	Year:	Course:



## Qualifications

Summarise skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

## Previous Experience

Summarise your previous experience; including employer, position, duties and when you were there.

## Other Information

What dates are you available for the placement?	
Which office would you prefer to be placed in?	
Do you have your own transport?	
How did you hear about RG Solicitors, or do you have a contact at RG?	



## Our Policy

It is the policy of this organisation to provide equal opportunities without regard to race, colour, religion, national origin, gender, sexual preference, or disability.

Thank you for completing this application form and for your interest in undertaking a work experience placement with us.

## Returning your Application

Completed applications should be returned by no later than 31<sup>st</sup> October the year before a Spring placement is required and 31<sup>st</sup> March of the year for which a summer placement is applied.

Please send your application to Human Resources;  
RG Solicitors, 25 High Street, Sidcup DA14 6ED

or email

hr@rgsolicitors.co.uk

## Authorisation:

For completion by employer

Human Resources:	Signature:	Date:
Tina Khanna	Signature:	Date:
Confirmation Letter sent:	Signature:	Date: