

Please forward your completed application form, signed Tutor Statement and signed Privacy Statement by email to workexperience@twycrosszoo.org or by post to: Twycross Zoo, East Midland Zoological Society, Burton Road, Atherstone, Warwickshire, CV9 3PX



WORK EXPERIENCE APPLICATION FORM – CONFIDENTIAL

Personal Details

Surname _____ Forename(s) _____

Address _____

Postcode _____ Date of Birth _____ Current Age _____

Mobile No _____ Email _____

Parent/guardian emergency contact (name and mobile telephone number and address if different)

Please note: Your personal information will be processed in accordance with the Work Experience Privacy Notice on Pages 5 and 6. Applications cannot be considered with a signed Privacy Statement

Further Education

Name of college attended _____

Course being studied: _____

Contact at college - Tutor's name _____

Tutor's Email address: _____

Please note: Your Tutor should complete the separate Tutor Statement on Page 3, on college letterhead to provide written confirmation of your current studies. Applications cannot be considered without a completed Tutor Statement.

Health

Please answer the following questions by circling Yes or No. If you have answered Yes to any question(s) please provide further details in the space below.

How would you describe your state of health? _____

Do you suffer from any long-standing illness or medical complaint, e.g. diabetes, haemophilia or epilepsy? **Yes/No**

Do you have any allergies, e.g. penicillin, animal fur or feathers? **Yes/No**

Do you suffer with hepatitis, dermatitis or asthma? **Yes/No**

Is there anything else you think we ought to know about your health? **Yes/No**

Have you been vaccinated against the following:

Tetanus - **Yes/No** Seasonal Flu - **Yes/No** (a requirement for October – March placements only)

Further details: _____

You should not attend the work experience placement if you are ill

Twycross Zoo is committed to providing equal opportunities in all aspects of its activities. Time spent at the zoo may involve a level of physical activity, including the lifting of items and the use of stairways, using computers and/or being under fluorescent lighting. If you would like to inform us of any health reasons you may have that would affect your ability to carry out normal day-to-day activities or that would require the zoo to make adjustments during its selection process, please let us know.

What are your hobbies/interests?

Do you have any pets of your own?

Why do you want to do work experience at Twycross Zoo?

What career are you interested in?

Applicant's Statement

I confirm that I have read and understood the Work Experience Privacy Notice. I confirm that I have read the Guidelines for Work Experience Students and that I meet all of the criteria for Work Experience at Twycross Zoo:

- 3 consecutive weeks placement (Monday to Friday)
- Minimum age of 18 years
- Currently studying an animal-related course at Level 3 or above

Signature: _____ Date: _____

Preferred dates - **3 consecutive weeks minimum (Monday to Friday)** _____

(Subject to availability, alternative dates may be offered)

To be supplied on College/University Letterhead

TUTOR STATEMENT – CONFIDENTIAL

Re: _____
(Name of Student applying for Work Experience)

I confirm that the above-named student is currently studying for the following Level 3 or above animal-related course:

Name of College/University*: _____

Name of Course: _____

Start Date of Course: _____

End Date of Course: _____

Any additional information that Twycross Zoo should be aware of:

Tutor Name: _____

Position: _____

Email/Contact Tel No.: _____

Signed: _____ Date: _____

* Delete as applicable

Guidelines for Work Experience Students

Department: Animal Keeping

Reporting to: Team Leaders

Key Purpose:

To provide assistance with animal keeping across the zoo so that it is carried out to the standards required on a daily basis. To shadow keeper(s) on allocated sections and learn as much as possible about the job of a keeper and information about the animals.

Key Responsibilities:

Mostly works under supervision. Never left alone with any animals

Animals

- Assist keepers in the preparation & distribution of food and water to the section's animals
- Follow instructions to ensure that food and water is distributed in appropriate quantities and manner

Enclosures

- Follow instructions given in order to ensure that enclosures, kitchens and public viewing areas are kept to high standard of hygiene and cleanliness

Other

- Ensure compliance with Health & Safety safe working practices for the section – following instructions
- Is pleasant and polite and demonstrates good customer care skills
- Ensure all staff areas used are kept tidy and to a high standard of cleanliness and hygiene

Key Skills:

- Demonstrates a responsible and enthusiastic attitude towards the work and shows an understanding of why they may be limited to what they can do, dependant on the animals they are working with
- Demonstrates a sound level of common sense and shows an understanding of why they cannot be left alone with the animals
- Shows an understanding of basic Health & Safety at work
- Has a tidy appearance and shows an understanding of why they must be clean and have a high standard of personal hygiene
- Has a friendly, helpful and flexible manner and understands why they may be required to move and assist another section at short notice
- Can answer visitors' questions appropriately or will refer them to an appropriate member of staff
- Is literate and has a basic understanding of English, in order to understand written & verbal instructions
- Is physically fit enough to complete the required duties on the allocated sections



Data controller: Twycross Zoo East Midland Zoological Society Limited, Burton Road, Atherstone, Warwickshire, CV9 3PX

Data protection officer: Director of Finance – dpo@twycrosszoo.org

The organisation collects and processes personal data relating to individuals that apply for or complete work placements at Twycross Zoo, in order to manage the relationship with those involved in the work placement process. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the organisation collect?

The organisation collects and processes a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number, date of birth and gender;
- details of your current study, including course title, educational institution and tutor contact details;
- information about your next of kin and emergency contacts;
- details of your attendance during the placement including any periods of absence taken during the placement, including but not limited to holiday, sickness absence (including medical appointments), family leave, and the reasons for the leave;
- assessments of your performance and conduct during the work placement, including performance and conduct discussion notes, training you have participated in and related correspondence; and
- information about medical or health conditions, including whether or not you have a disability for which the organisation needs to make reasonable adjustments.

The organisation collects this information in a variety of ways. For example, data is collected through application forms; from forms completed by you at the start of, during or end of your placement; from correspondence with you; or through meetings or other assessments.

Your work output whether in paper record, computer files, or in any other storage format belongs to the organisation, and that work output, and the tools used to generate that work output, are always subject to review and monitoring by the organisation.

In the course of conducting our business, we may monitor your activities and our premises and property. For example, some of our locations are equipped with CCTV. Where in use, CCTV cameras are there for the protection of you and third parties, and to protect against theft, vandalism and damage to the organisations goods and property. Generally, recorded images are routinely destroyed and not shared with third parties unless there is suspicion of a crime, in which case they may be turned over to the police or other appropriate government agency or authority.

This section is not meant to suggest that all work placement students will in fact be monitored or their actions subject to constant surveillance. It is meant to bring to your attention the fact that such monitoring may occur and may result in the collection of personal information from you (e.g. through your use of the organisations resources). When using the organisations equipment or resources, work placement students should not have any expectation of privacy with respect to their use of such equipment or resources.

In some cases, the organisation collects personal data about you from third parties, such as references supplied by your tutor.

Data is stored in a range of different places, including in your work placement file, in the organisation's HR management systems and in other IT systems (including the organisation's email system).

Why does the organisation process personal data?

The organisation needs to process data to take steps at your request prior to entering into a work placement “contract” with you. Processing this data allows the organisation to:

- access work placement applicants against the work placement criteria;
- maintain accurate records for individuals undertaking a work placement including their contact details (including details of who to contact in the event of an emergency); and
- operate and keep a record of your attendance, absence, performance and conduct during the placement.

There may be occasions when the organisation receives requests to provide references for current and former work placement students. Such requests will be processed on the grounds of consent having been obtained by the individual or organisation that had made said request.

In some cases, the organisation needs to process data to ensure that it is complying with health and safety laws.

The organisation has a legitimate interest in processing personal data before, during and after the end of your work placement. Processing your data allows the organisation to:

- ensure effective general HR and business administration;
- respond to and defend against legal claims; and

Where the organisation relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

Some special categories of personal data, such as information about health or medical conditions, is processed in order to access whether adjustments can be accommodated for those wishing to undertake a work placement who have a disability. This is carried out for health and safety purposes.

Who has access to data?

Your information will be shared internally, including with members of the Human Resources team and your placement supervisors, departmental managers and leadership team in the business area in which your work placement is assigned and IT staff, should access to the data is necessary for performance of their roles.

The organisation also shares your data with third parties that process data on its behalf, for example, in connection with the organisation's insurance arrangement. These services are currently provided by Bluefin Insurance Services Limited. Please note, providers may change from time to time.

The organisation will not transfer your data to countries outside the European Economic Area.

How does the organisation protect data?

The organisation takes the security of your data seriously. The organisation has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties. All documentation which is held electronically has restricted access to ensure only those employees that should be able to access such information are able to do so. Access to electronic data is managed by the IT and HR departments to ensure that access rights are maintained. Access to paper-based data is managed by way of secure storage.

Where the organisation engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

For how long does the organisation keep data?

If your application for a work placement is unsuccessful, the organisation will hold your data on file for a period of 6 months after the end of the relevant application process. This retention period will also apply to individuals that are offered a placement but do not undertake the activity.

For individuals that commence a work placement, the organisation will hold your personal data until the end of your work placement. The periods for which your data is held after the end of your work placement will be in most cases 3 years or until you are aged 21 years, whichever duration is longer. Further details are available from the HR Department.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing; and
- ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact human.resources@twycrosszoo.org.

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory obligation to provide data to the organisation during the work placement application process. However, if you do not provide the information, the organisation may not be able to process your application properly or at all.

Automated decision-making

Work placement decisions are not based solely on automated decision-making.

In the event that you have any queries regarding the protection of your personal data, please refer to your placement supervisor or the HR Department.

I confirm that in my signing of this privacy notice, I understand my understanding of the above.

Signed (Data Subject / Work Placement Applicant):	
Print name:	
Date:	