

Work Experience Placement Application Form

**Midland Film And Art  
(c/o The Art Yard)**

**Please return completed applications to:**

Midland Film And Art  
c/o The Art Yard  
19 – 20 Upper High Street  
Cradley Heath  
West Midlands  
B64 5HX

Email: [infoartyard@gmail.com](mailto:infoartyard@gmail.com)

Students to complete – Section 1 in full.

All signatures are required.

**If under the age of 18, Parents/Guardian also to sign at Part 5**

We do not accept students who can only attend on one day each week as they derive limited benefit. The gallery is closed on Thursdays. Students must attend for periods of one full week or more (including Saturday).

You will be notified if a placement is available soon after submitting your application form.

You will be required to attend a selection interview/induction session when you will be asked to agree with the TAY team (1) steps to set up your own gallery exhibition space and (2) how you will actively encourage visitors to view your work.

Please ensure you have completed all sections as we are unable to process incomplete applications.

For further assistance please contact The Art Yard work experience team:

**T: 01384 910968**

## Work Experience Placement Application Form

### Section 1 – Applicants to complete

Dates of work experience: From: \_\_\_\_\_ To: \_\_\_\_\_

<b>Part 1 - Personal Details</b>				
<b>Forename(s):</b>			<b>Surname:</b>	
<b>Address:</b>				
<b>Postcode:</b>		<b>Date of birth:</b>		<b>Age:</b>
<b>Tel Number:</b>				
<b>Email:</b>				
<b>Emergency Contact Name:</b>				
<b>Emergency Contact Number:</b>				

<b>Details of University/College/School</b>	
<b>U/C/S Name:</b>	
<b>Address:</b>	
<b>Post Code:</b>	
<b>Designated Staff Contact – Name:</b>	
<b>Contact Number:</b>	
<b>Email:</b>	

**\*NB.** Work experience students are encouraged to exhibit pieces of their own art at The Art Yard free of cost and to promote their exhibition on social media.

## Work Experience Placement Application Form

### Part 2 – More about your placement

**Briefly** explain why you want a work experience placement with The Art Yard?

What artistic skills do you have?

### Part 3 - Disability

Midland Film And Art [c/o The Art Yard] is a members group. The Equality Act defines a person as having a disability if he/she “has a physical or mental impairment which has a sustainable and long-term adverse effect on his/her ability to carry out normal day to day activities”.

**Do you consider yourself to have a disability?**

Mark 'X' 

Yes	No
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**Do you require any adjustments to support your work placement?**

Mark 'X' 

Yes	No	Prefer to discuss 1to1
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Adjustments needed:

*\* Wherever possible and reasonable we will make adjustments and offer alternatives to help people with a disability throughout the placement process.*

## Work Experience Placement Application Form

### Part 4 - Permissions

From time to time your placement may include you attending meetings or working at other locations.

- **Do you give your consent to this?** Mark 'X' 

Yes	No
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There may be occasions when you are asked to travel with MFAA (TAY) team in vehicles.

- **Do you give your consent to this?** Mark 'X' 

Yes	No
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There may be occasions where you are asked to have your photograph taken. This could be used for promotion or marketing material and/or shown on social media.

- **Do you give your consent to this?** Mark 'X' 

Yes	No
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### Part 5 - Declaration

*I confirm that the details I have provided are accurate and correct.*

*I note that the information on this application form will be held no longer than necessary and may be further processed or verified in accordance with the General Data Protection Regulations [GDPR] 2018.*

**Signature**

**Date**

\* **If under 18, parent/guardian also to sign**

**Parent/Guardian Signature**

**Date**

#### Personal Information

Your personal information/data will be used internally within MFAA [TAY] team to process your application and for the purposes of securing and providing you with a placement if you are successful. We will not share your personal data with third parties unless required to do so by law.

The contact details you provide will only be used in relation to progressing your application and for the purposes of your placement.

The work experience team will only hold onto your personal data for a maximum of 18 months from the date of receipt of your application for administration purposes and it will be deleted after this period.