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**INVESTORS  
IN PEOPLE**



## WORK EXPERIENCE PLACEMENT ENQUIRY FORM

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Please complete this form and send along with a **current CV and covering letter** to [paul.dearn@chawton.net](mailto:paul.dearn@chawton.net) or Chawton House Library, Chawton, Nr Alton Hampshire GU34 1SJ.

Please be sure to submit your request for work experience as far in advance of your placement as possible, and no earlier than one full academic term before your requested placement.

Demand for work experience at the Chawton House Library is very high and unfortunately we cannot therefore guarantee a placement for every applicant. If you have not received confirmation of a placement with the museum within 6 weeks of your enquiry, please assume that you have not been successful on this occasion.

Thank you for your interest in undertaking work experience with us.

### Personal Details

Title

.....

First name(s)

.....

Surname

.....

Address

.....

.....

.....

Postcode

.....

Contact telephone

.....

Email address

.....

**Gender**

☐ Female

☐ Male

**Age**

☐ Under 18

☐ 18-24

☐ 25-34

☐ 35-44

☐ 45 or over

**Nationality**

.....

- ☐ Black
- ☐ White
- ☐ Chinese
- ☐ Other
- ☐ Mixed other

**Current status**

- ☐ Employed full time
- ☐ Employed part time
- ☐ Seeking work
- ☐ Student
- ☐ Retired
- ☐ Other

Please provide additional details relevant to your status including type of work, days of work and/or course information:

Please mark the dates and/or particular days that you will be available to undertake work experience, and the duration of placement you are seeking:

**Dates of availability**

From

To

**Days of availability**

Morning

Afternoon

- |           |                          |                          |
|-----------|--------------------------|--------------------------|
| Monday    | <input type="checkbox"/> | <input type="checkbox"/> |
| Tuesday   | <input type="checkbox"/> | <input type="checkbox"/> |
| Wednesday | <input type="checkbox"/> | <input type="checkbox"/> |
| Thursday  | <input type="checkbox"/> | <input type="checkbox"/> |
| Friday    | <input type="checkbox"/> | <input type="checkbox"/> |
| Saturday  | <input type="checkbox"/> | <input type="checkbox"/> |
| Sunday    | <input type="checkbox"/> | <input type="checkbox"/> |



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or less

☐ 2 weeks

☐ Other

If other, please indicate:

**Placement Preference** (please indicate a first and second preference only)

- |   |  |
|---|--|
| <input type="checkbox"/> Library Services                         | <input type="checkbox"/> Learning & Interpretation |
| <input type="checkbox"/> Development                              | <input type="checkbox"/> Education                 |
| <input type="checkbox"/> House Guide                              | <input type="checkbox"/> Garden Volunteer          |
| <input type="checkbox"/> House Sweeper                            | <input type="checkbox"/> Office                    |
| <input type="checkbox"/> House Conservation, Archive<br>& Library | <input type="checkbox"/> Estate Volunteer          |
| <input type="checkbox"/> Research & Curatorial                    | <input type="checkbox"/> Catering                  |
| <input type="checkbox"/> IT                                       | <input type="checkbox"/> Literature distribution   |
| <input type="checkbox"/> Other, please specify                    |  |