**Application form for work experience with Equitait Veterinary Practice**

Should you wish to undertake work experience with Equitait Veterinary Practice while you are at school, please complete this application form giving as much information as possible and ask for your parent or guardian to sign it.

**About you**

|  |  |
| --- | --- |
| First name ……………………………………. | Surname ……………………………………. |
| Date of birth ……………………………………. | Gender M/F |
| Telephone ……………………………………. | E mail address ……………………………………. |
| Address ……………………………………. ……………………………………. ……………………………………. ……………………………………. | Preferred dates for work experience............................................................................. |

Name of School ……………………………………………………………………………………

Class ………………………………….

Guidance Teacher …………………………………………………………………….

**About your parent/guardian**

|  |  |
| --- | --- |
| First name ……………………………………. | Surname ……………………………………. |
| Date of birth ……………………………………. | Relationship to applicant …………………………. |
| Tel (home) ……………………………………. | Tel (work) ……………………………………. |
| Tel (mobile) ……………………………………. | E mail address ……………………………………. |
| Address ……………………………………. ……………………………………. ……………………………………. ……………………………………. |  |

How did you hear about Equitait Veterinary Practice?

At what stage of your schooling are you at? Which subjects are you currently studying?

In the future would you like to be a vet nurse/veterinary surgeon/other? Delete as appropriate or state if other:

What extra-curricular activities are you involved in? e.g. sport, music, hobbies etc? Please give details.

What other animal or veterinary related work experience have you seen? Please give details.

Please give an explanation of why you would like to see practice with Equitait Veterinary Practice and how you think that you would benefit from seeing work experience with Equitait Veterinary Practice.

If we cannot provide you with work experience during the dates you have requested would you be interested in work experience during your holidays or on another set of dates? If so please give details of your availability.

Please continue over if you need more space.

We have a large number of requests for work experience placements and regret that we are not able to meet all of them. We are very grateful for your interest in Equitait Veterinary Practice and will be in touch shortly to let you know the outcome of your application. Given our current vehicles only have 2 seats and given that our administration assistant travels with us a number of days a week it is rarely possible to offer a full week’s work experience. It may therefore be worthwhile considering approaching other businesses or veterinary practices to see if you can fill the other days with them. Because of the inconvenience to the smooth running of the practice and because we also have a large number of veterinary students to accommodate we can only currently only offer 4 school students a placement per year. It is therefore advisable to get your application to us at the earliest possible opportunity.

Due to the nature of veterinary practice, the role of students undertaking work experience is largely one of observation rather than participation.

Should your application be successful, you are asked to bring suitable clothing for the weather conditions that are likely to be met outdoors, including sensible footwear (ideally with reinforced or, at the very least, covered toe area), a packed lunch, a pen and notepad. (No hoodies or denim jeans please) It is useful to take notes on interesting cases as this will often be a line of questioning during interviews with vet schools. Mobile phones, while permissible, should not be used other than for contacting parents regarding collection.

Below is an excellent website designed for veterinary students during their university placements but much of the advice is applicable to school students. Obviously we don’t expect you to turn up with a stethoscope and bounds of veterinary knowledge but the comments on attitude, appearance and professionalism are all worthy of note.

[www.ems.vet.ed.ac.uk/emsdl/](http://www.ems.vet.ed.ac.uk/emsdl/)

I, the parent/guardian of …………………………………………consent to them seeing practice with Equitait Veterinary Practice, should their application be successful. I understand that a great deal of flexibility will be required, often at short notice, with regard to dropping off and collecting the pupil to accommodate veterinary emergencies. We are frequently out from 7am to late at night. Students and parents/guardians providing transport are therefore advised not to arrange important evening time activities during the period of work experience.

I understand that during …………………………………………’s work experience with Equitait Veterinary Practice, ………………………………………… will be exposed to a number of risks associated with, for example, horses, equipment and medicines. I agree that none of Equitait Veterinary Practice, Colin Tait nor any of their employees, agents or associates will be held responsible for any loss, damage (including indirect or consequential loss or damage), death or personal injury sustained to ………………………………………… in whatever manner during their work experience with Equitait Veterinary Practice. This is not intended to exclude liability for death or personal injury caused by the negligence of Equitait Veterinary Practice, Colin Tait nor any of their employees, agents or associates. I confirm that he/she is not suffering from any medical condition which could create a hazard to the pupil or those working with him/her. Due to the nature of the job I understand that he/she may be exposed to equine infectious diseases such as Streptococcus Equi during their time with Equitait Veterinary Practice.

We strongly recommend that you consider taking out a suitable personal liability insurance policy to cover any risks which the applicant may be exposed to during their work experience with Equitait Veterinary Practice.

Many thanks again for your interest in Equitait Veterinary Practice.

I have read, understood and consent to the above.

Signed …………………………………………

Name …………………………………………

Date …………………………………………

Please ask you registration/form/guidance teacher or work experience liaison to fill in the form below and return it to us by e-mail or post.

Name of Pupil …………………………………………………………………………..

Year…………

Dates of proposed work experience……………………………………………………

Name of school……………………………………………………………………………

Address………………………………..................................

……………………………………………………………………

Postcode………………………………………………………..

Your title ...………………………………………………………

Telephone ..…………………………………………………….

E-mail…………………………………………………………….

Contact details if different to above : Telephone……………………….E-mail…………………………………

Details of the schools insurance company……………………….

 policy number……………………………...

expiry date ……………….....................

I, the work experience/guidance teacher for …………………………………………(pupil name) am responsible for screening this pupil as a suitable candidate to see work experience with Equitait Veterinary Practice. I believe this pupil has shown the maturity, a responsible attitude and academic excellence appropriate to a pupil who may apply to become a university veterinary student. (Please note we do not currently have the facilities to accommodate pupils wishing to pursue a career in veterinary nursing or administration.)

I have read, understood and consent to the above.

Signed …………………………………………

Name …………………………………………

Date …………………………………………