



ROYAL AIR FORCE
BRIZE NORTON

DELIVER TOGETHER SAFELY

**RAF Brize Norton
Work Experience Visit
Application Form**

2016

OFFICIAL – SENSITIVE PERSONAL (when completed)

Thank you for your enquiry for a Work Experience visit at RAF Brize Norton. Please complete the details below and forward the application form to your school/college/education establishment for their endorsement.

SECTION 1: TO BE COMPLETED BY THE STUDENT	
Full Name	
Postal Address	
Date of Birth	
Gender	
Telephone No. Home Mobile	
Email Address (essential for admin purposes)	
School Name and Address	
School Year	
School Contact Name Telephone No.	
Placement Date Requested	
Signature	
Date	

Applicant's Declaration

I would like to be considered for a Work Experience visit at RAF Brize Norton and I declare that the information I have supplied in support of my application is correct to the best of my knowledge. I understand that I will be working at a Ministry of Defence (MOD) establishment and agree to be under the supervision and guidance of an MOD employee at all times.

Signed	Name	Date

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SECTION 2: TO BE COMPLETED BY PARENT/GUARDIAN	
PART 1: CONTACT DETAILS	
Full Name	
Address (if different to student's address)	
Telephone No.	
Email Address	
Please confirm the Next of Kin for the Student	Name: Address: Emergency Telephone No.:
Medical Conditions	My child has the following medical conditions: My child's medical conditions require the following treatment:
Terms and conditions: 1. The child is to arrive fifteen minutes before commencement of the visit to ease access. 2. Each visit will follow a set itinerary, pre-determined by RAF Brize Norton. 3. Parking at RAF Brize Norton is extremely limited. It is advisable for visiting parties to arrange to car-share or preferably to hire a minibus/coach which can be parked on station. 4. RAF Brize Norton is a fully operational Military Station. All visits are at the discretion of the Station Commander, RAF Brize Norton. We reserve the right not to authorise, or to cancel an agreed visit at any stage, with no cost incurred to the Station and in some cases, with no reason given. 5. Once a visit has been arranged all party members are to bring with them one of the following documents to gain access onto the Station: a. British Nationals. (1) Full, current, 5 or 10-year passport. (2) Current UK Photo card Driving Licence. (3) Police Warrant Card. (4) Other Government Department photo ID. (5) Other photographic ID (such as company ID) the legitimacy of which can be verified by a liveried vehicle or delivery/work note.	

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- b. Other EEA Nationals.
- (1) Full EEA passport.
 - (2) Residence permit issued by Home Office to EU nationals on sight of home country passport.
 - (3) National Identity Card.
- c. Other Nationals.
- (1) National Identity Card.
 - (2) Current, signed, full passport.
 - (3) A Home Office document confirming the individual's UK immigration status.
6. Powers to Search. All persons entering RAF Brize Norton may be subject to a search of their vehicle/person. Any individual who does not consent to a search will be denied access to the Station.

PART 2: ACCEPTANCE OF RISK ASSESSMENT AND PERMISSION FOR PHOTOGRAPHS TO BE TAKEN

I consent _____ (insert child's name) to undertake a work experience visit at RAF Brize Norton and also consent that official photographs may be taken during the visit. Additionally, all photographs remain crown property and may be used in publicity material.

Signature	
Date	
Full Name	
Relationship to student	


If at any time I have any concerns regarding the visit or need to cancel this application I understand that I must contact the station Youth activities Liaison Officer (BZN-WorkExperience@mod.uk) in the first instance.

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SECTION 3: TO BE COMPLETED BY THE SCHOOL/COLLEGE/ADULT LEARNING ESTABLISHMENT	
School Name	
School Address	
Primary Point of Contact	
Additional Point of Contact	
Telephone No.	
Email Address	
<p>The school consents _____ (insert child's name) undertaking a work experience visit at RAF Brize Norton. The school consent to the above named student being absent from school from _____ to _____ (insert placement dates) in order to undertake the work visit placement. The school will advise the station Youth activities Liaison Officer (BZN-WorkExperience@mod.uk) immediately if the student is suspended or expelled.</p>	
Are there any Specific Learning Difficulties (SPLDs) or any other issues which might affect their visit to RAF Brize Norton?	School/college/education establishment official Stamp .
Signature	
Date	
Full Name	
Position	

Please Note: All application may be completed electronically but must be sent through in paper format to the address below and must be officially **stamped** (see text highlighted above) by the School/college/education establishment.

Once completed, please return to: Work Experience Co-Ord
C Flight
XXIV Squadron
RAF Brize Norton
Oxon OX18 3LX
BZN-WorkExperience@mod.uk

 *In accordance with the Data Protection Act 1998, the Ministry of Defence will collect, use, protect and retain the information on this form in connection with all matters relating to our personnel administration and policies.*

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FURTHER INFORMATION

ACCOMMODATION AND TRANSPORT ARRANGEMENTS

Accommodation and transport to and from RAF Brize Norton are not available. All applicants must be dropped off at 0915 hrs and collected from the Main Gate at RAF Brize Norton at 1630 hrs.

MEALS

Meals are **not** provided although students may buy lunch in the Junior Ranks' Mess, alternatively there is a Spar shop located on station or students may wish to bring a packed lunch.

CONDITIONS OF STANDARDS AND BEHAVIOUR

The Armed Forces are highly disciplined organisations and as such have strict codes of practice for standards and behaviour. Work Experience students are expected to comply with the following standards during their placement, any breach of these standards could result in the student being returned to school.

Standards of Behaviour

In the Service environment where men and women may and live and work in close proximity, particularly high standards of behaviour are demanded. Dishonesty of any kind is unacceptable.

Bullying

Ill-treatment and bullying are unacceptable.

Sexual and Racial Discrimination

Any form of sexual or racial harassment/discrimination will not be tolerated. The Armed Forces value every individual's unique contribution irrespective of their race, ethnic origin, gender or social background.

Diversity and Inclusion

The Armed Forces diversity policy is to treat all personnel fairly, irrespective of their race, ethnic origin, religion, gender, sexual orientation or social background. The policy goes further than mere elimination of unlawful discrimination. It recognises and values individuals from diverse backgrounds who bring fresh ideas, perceptions, skills and attributes. This enables the Armed Forces to recruit from the widest possible base, helping to achieve and sustain our manning needs and maintain operational capability.

EXAMPLE OF WORK EXPERIENCE PROGRAMME DAY 1

SER	TIME	EVENT
1	0915	Visitors arrive at Main Gate
2	0945-1015	Stn Arrival/Careers Brief
3	1030 - 1130	Aircraft tour
4	1200-1255	Lunch
5	1300-1400	RAF Physical Training Instructor Gymnasium tour
6	1410-1500	Tactical Medical Wing
7	1510-1600	RAF Regiment
8	1600	Debrief & Departure

WORK EXPERIENCE PROGRAMME DAY 2

SER	TIME	EVENT
1	0930	Visitors arrive at Main Gate
2	1000-1050	Air Traffic Control
3	1100-1145	Fire Section
4	1200-1255	Lunch
5	1310-1400	Survival Equipment Section
6	1410-1440	Ground Engineering Flight
7	1445-1515	Defence Movements Training Sqn
8	1530-1600	Force Development Sqn