**Work Shadowing Frequently Asked Questions:**

**How do I apply?**

Download a copy of the Application Form and the Application Form Guidance. Read the guidance all the way through before you start your application. Fill in everything, check it through, sign it and then send it back to us – either by post or by email. Addresses are at the top of the application form.

Please ensure you write a covering email or letter to accompany your application.

**I don’t live near York or Scarborough Hospitals. Can I still apply?**

Anyone who lives within in the area covered by the Trust is invited to apply, for example if you live in Selby, Pickering, Malton, Bridlington, Tadcaster or Easingwold, York or Scarborough, or one of the many villages in between.

People who live outside the area we care for (e.g. Leeds, Harrogate…) are welcome to apply, however if places are oversubscribed, we will allocate places to students who live in the local area first.

**How does it work?**

On your application, you tell us which role you are interested in and what areas (e.g. a health care assistant in a ward setting). We take this information and find volunteers to have a student for the day. We can’t guarantee that we will be able to offer you your exact choice, but we try as much as we can. If we can’t offer you your exact choice, we will offer you an alternative, or give advice on other ways to get work experience.

**Which areas do you offer placements in?**

We try to accommodate as many requests as we can in whatever area you’re interested in, whether that is in a clinical area where there are patients, a non-clinical area (like HR, finance, or with the charity), or in facilities and site management (such as engineering). Although we can’t guarantee a placement in every area of the hospital, we are definitely willing to try!

**When will the placements take place?**

We frequently run a wide range of placements in school summer holidays (26th July-1st September 2023) for Sixth Form/College students, however we are able to accommodate adults year-round. Please list your availability in your covering email for the next three months (if it’s easier, please let us know when you’re not available).

Please be aware we are unable to offer placements at weekends.

**What will I be doing?**

This is an observation-only, one day placement. You will be buddied up with a member of staff and you will observe them for the day, to see what a day in their life is really like. If you would prefer something in a clinical setting that is more hands-on, have you thought of volunteering with the Trust instead? More information can be found at: https://www.yorkhospitals.nhs.uk/get-involved/volunteering/

**Will I get a certificate for my portfolio?**

Yes ☺