

Aviva Technology Work Experience

Application form

Complete the following questions and save the document. Then email it to avivatechworkexperience@aviva.com and we'll be in touch.

Your details

Full name:

Name of parent/guardian:

Email address of parent/guardian:

Contact phone number of parent/guardian:

Do you identify as having a disability?

Yes No

This means you have a physical or mental impairment that has lasted, or will last a long time, and has a significant effect on your ability to carry out your normal everyday activities. Examples of a disability might be mental illness such as Depression, Anxiety, or an Eating Disorder, Neurodiverse Conditions, Special Educational Needs, or Physical illness such as Fibromyalgia, Chronic Fatigue Syndrome or Arthritis, including physical conditions where you need to use mobility aids or need help to get around.

Are you currently studying for GCSEs or an equivalent qualification?*

Yes No

Where would you like to do your work experience? Choose one of the following.*

Bristol Norwich Perth York

*If you chose Bristol, Norwich or York: are you available 8–12 July 2024?**

Yes No

*If you chose Perth: are you available 13–17 May 2024?**

Yes No

Do you have permission from your school or Work Experience Coordinator to apply for this programme?*

Yes No

Getting to know you

It's important that we're always learning at Aviva and developing skills will keep us ahead of the curve. Write a few sentences about a skill that you have developed. What was it? How and why did you learn this skill?

What appeals to you about this work experience programme? Write a few sentences about why you're interested in learning about working in technology.

What would you like to get out of this programme? Write a few sentences about the skills and experience you'd like to develop while you're with us.

What makes you a good candidate for this programme? Write a few sentences about your interests and experiences, especially those that show you'll be able to make the most of this experience. Perhaps you're part of a sports club, so you're good at working in a team, for example. Or you have a hobby that involves creative problem-solving. Or perhaps you have a role – either at school or outside it – that requires good organisation.

Privacy notice

The Aviva Employment Services Limited (**Aviva**) will be the data controller of any personal data collected during your application and, if you are successful, during your time on work experience with us.

What personal information do we collect?

We may collect and use the following information:

- Personal information collected in this application form, including your name, if you are studying for GCSE's or equivalent, the information provided about why you would like to take part in the programme and the skills you have, and if you have a disability.
- Personal data about you and your parent/guardian collected in a consent form if you are successful.
- Other personal data we may process during the Work Experience programme if you are successful, for example where you complete a skills self-assessment, or we take photographs of you during your placement.

Why are we collecting this information?

Aviva may collect and use this information to:

- Process your application to the Work Experience programme.
- Communicate with you and your parent/guardian.
- Run the Work Experience programme and events.
- Promote the Work Experience programme.
- Carry out health and safety requirements.

Aviva is a disability inclusive employer, and we would like to ensure equality of opportunity for individuals with a disability. Therefore, we have a number of places on our programme reserved for individuals that identify as having a disability. Answering the question "do you identify as having a disability?" on the application form enables us to understand if you could be considered for these reserved places.

If you have identified as having a disability in the application form, we will use this to identify if you qualify for being considered for the reserved places. Your application will then be assessed on merit alongside others who have identified as having a disability.

If you are successful, a consent form will be sent to your parent/guardian to provide details of any reasonable adjustments, medical information and emergency contact information. A further privacy notice for your parent/guardian will be supplied with this form.

We process the personal data for our legitimate interests in assessing your application and running the Work Experience programme.

Your health information is a special category of personal data. Aviva processes this personal data for the purpose of carrying out obligations and exercising rights or under employment law and health & safety law.

What if I don't want to provide the information?

The information you provide in the application is voluntarily given however, there is certain information that we need to communicate with you and your parent/guardian, and to assess your application. Therefore, if you do not wish to provide the information we have marked as *mandatory then unfortunately we will not be able to progress your application.

If you have any questions about how we process your personal data, please contact us using the details in the "Contact Us" section below.

How do we collect your data?

The personal information we process is provided to us directly by you and your parent/guardian, and may be collected by us during the programme if you are successful.

Protecting your data?

The personal data you provide to us in your application, and if you are successful, the data we may collect during the Work Experience programme, will only be available to a small team within Aviva who manage the application process, run events and manage health and safety on our sites.

We will not share any of your personal information outside of Aviva, unless your parent/guardian has given us consent to do so or where we need to pass on your details to medical professionals in an emergency. We would only share your personal data for promotion activities where your parent/guardian has consented. We will collect consent your parent/guardian on a consent form if you are successful.

How long will we keep your data?

Whether you are successful or not in gaining a place on the programme we will delete all your personal data within 2 months of the programme finishing.

Contact Us

If you have any questions about the application process, Work Experience programme or about how we use your personal data then please contact Tiffany Bain by email at tiffany.bain@aviva.com

For more information about your data rights, please see 'Your Legal Rights' section of the Aviva People Privacy Notice ([privacy-notice \(aviva.co.uk\)](https://www.aviva.co.uk/privacy-notice)).

If you have any concerns about how we process your personal data, you can raise a complaint with the Information Commissioner's Office (www.ico.org.uk). However, we ask that you please attempt to resolve any issues directly with us first.



careers.aviva.co.uk/students-graduates/