**Job Shadowing application form**

Thank you for applying to be on the Professional Services Staff Job Shadowing scheme. This form helps us to find the right Job Shadowing placement for you. Please see the Job Shadowing guidance on our [shadowing web page](https://info.lse.ac.uk/staff/divisions/Human-Resources/Organisational-learning/PSS-Career-Development/Shadowing) for further information.

**You only need to complete this form is you would like Organisational Learning to support you in finding and setting up your shadowing match.**

Please complete this form as fully as possible. The information you provide will help us to match you with a member of staff to shadow.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | Click here to enter text. | | |
| **Department/Division/Centre** | Click here to enter text. | | |
| **Job Title** | Click here to enter text. | **Grade** | Click here to enter text. |
| **Email** | Click here to enter text. | **Ext.** | Click here to enter text. |

|  |
| --- |
| **Please summarise the key areas of responsibility in your current post:**  Click here to enter text. |
| **Please indicate the job role you would like to shadow:**  Click here to enter text. |
| **Please summarise your reasons for applying for Job Shadowing:**  Click here to enter text. |
| **Please explain what you expect to get from the Job Shadowing experience:**  Click here to enter text. |

**Date of submission**: Click here to enter a date.

**Signature**:

­­

**Line Manager Approval**

**Name:** Click here to enter text.

**Signature**:

**Date**: Click here to enter a date.

*Please submit your completed form to Organisational Learning, Human Resources via* [*hr.learning@lse.ac.uk*](mailto:hr.learning@lse.ac.uk)