WORK EXPERIENCE PLACEMENT STUDENT APPLICATION & AGREEMENT

Please complete this form in black ink and in CAPITALS.

SECTION 1 – STUDENT DETAILS

First Name:

Surname:

DOB:

Age:

Address:

Postcode:

Home Tel No:

Mobile No:

Email:

Languages Spoken:

Please list any health conditions that might affect the type of work you can do:

SECTION 2 - PARENT/CARER DETAILS (in case of emergency)

First Name:

Surname:

Contact Number:

Relationship to Student:

SECTION 3 - SCHOOL DETAILS

School Name:

Tutor Group:

SECTION 4 - APPLICANT DETAILS

Please provide details of your interests and hobbies outside of school:

Do you have experience of work/ part-time job ?
If yes, please provide details below:

Yes

No

Continue >

Please provide details of the subjects you are studying and your predicted/actual grades:

SUBJECT	PREDICTED/ACTUAL GRADE

What ideas do you have about your future career and employment?

SECTION 5 – WORK PLACEMENT DETAILS

Have you found your own work experience placement? Yes No

If yes, please complete section 5A **If no, please complete section 5B**

SECTION 5A – SELF-SOURCED WORK PLACEMENT EMPLOYER

Employers **MUST** agree to be contacted (either in person or by telephone) by a representative of the school to complete a Workplace Assessment. Only employers with Employer's Liability Insurance will be used for Work Experience.

Pupil Name:

Company Name:

Address:

Postcode:

Company Website:

Business Type/ Sector:

Main Contact Name:

Main Contact Job Title:

Main Contact Phone No:

Main Contact Email:

Continue >

Please outline the type of work experience on offer:

Dates offered:

Name Printed: Job Title:

Signed: Date:

This page can be scanned and returned by
email to: (include full name and email address):

SECTION 5B – MY WORK PLACEMENT PREFERENCES

Please specify three boroughs that you would prefer to work in and able to travel to, in order of preference:

LOCATION PREFERENCES	TOWN/VILLAGE/AREA*
First choice	
Second choice	
Travel arrangements	
What transport will you be using to travel to your placement?	

**Please enter recognised searchable boroughs/towns/districts, not specific roads or nicknamed areas*

SECTION 6A – STRENGTHS AND QUALITIES

Please tick **up to 10 words** that you feel describe you best:

Ambitious		Assertive		Careful		Calm	
Cheerful		Confident		Cooperative		Creative	
Decisive		Dependable		Efficient		Enthusiastic	
Focused		Friendly		Gentle		Hard working	
Helpful		Honest		Humorous		Imaginative	
Independent		Logical		Loyal		Open-minded	
Optimistic		Organised		Outgoing		Patient	
Polite		Productive		Punctual		Quiet	
Rational		Reliable		Resourceful		Self-controlled	
Selfless		Sensitive		Sincere		Thorough	

Continue >

SECTION 6B - JOB TYPE AND INDUSTRY PREFERENCES

Please **choose 3** of the work areas below and **rank them from 1 - 3** (1 being most preferred, 3 being the least):

OCCUPATIONAL AREA	EXAMPLES OF WORK	RANK
Administrative and clerical	General office work	
Animals, plants & land	Farm, vet	
Childcare	Nursery, school, teacher	
Creative, performing arts	Theatre, dance, music, designer	
Engineering	Manufacturing, motor vehicle, electrical, mechanical	
Financial services	Banking, accountancy, insurance	
Hospitality & catering	Restaurant, hotel	
Hair and beauty	Hairdressing, beauty therapy	
Health and social care	Doctor/nurse, youth worker, work with old people, residential care home, social worker	
IT and digital	Computing, design	
Legal services	Solicitors, barrister	
Media & marketing	Marketing, graphic design, event management	
Retail and customer service	Shop work, merchandising, receptionist, call centre	
Sales/commercial	Estate agency, service sales, product sales, buyer	
Sport and leisure	Leisure centres, gyms, sports	
Trades	Builder, plumber, electrician, plasterer etc	
Travel and tourism	Tourist attractions, travel agency, cabin crew, transport	
Other - please specify		

SECTION 7 – STUDENT AGREEMENT

- I agree to attend my Work Placement on the days and for the hours agreed, except in the case of illness or for other good reason
- I will notify the Employer and School immediately if I am unable to attend my Work
- Placement for any reason
- I will notify my School if I have any issues or concerns whilst on my Work Placement
- I will observe all the safety procedures and to take all possible care to prevent an accident
- I agree to follow the work instructions given to me by the employer or supervisor
- (whether verbally or in writing)
- I agree to treat as confidential anything which I find out about the employer's business and not tell anyone without the employer's permission
- I agree to dress appropriately and wear any uniform or protective clothing specified by my employer
- I am aware that an offer of a work experience placement is dependent on my attendance, punctuality and behaviour

Student Signature: Date:

Continue >

SECTION 8 – TUTOR FEEDBACK

Are this student's placement choices suitable? | Yes | No

Tutor Comments (please indicate below any comments, suggestions or concerns about the student 's choices)

SEN Information:

Tutor Name:

Tutor Signature: Date:

SECTION 9 – PARENT/GUARDIAN APPROVAL

To be completed by a Parent / Guardian / Carer:

- I / we have read and fully understand the information on this form and will support my / our child's placement choices and travel arrangements
- I / we have agreed to the work experience dates set out by the School and understand these cannot be changed
- I / we understand that the School will only supply medical information to employers for the purpose of my child's health and safety during work experience. Therefore, any medical conditions have been declared by us on this form
- I / we understand that this application form will be supplied to the school for the purposes of arranging work experience only and that any data held by them will be held securely and in line with Data Protection Law

Parent/Carer Name:

Parent/Carer Signature: Date:

Please note that the School will hold data you supply for the purpose of arranging Work Experience. Information is held in accordance with the Data Protection Act 1998. Details will be used for internal administrative purposes only and only relevant information will be shared with Employers for the purpose of the Work Experience placement scheme. You have the right to access your details and should contact the Work Experience Coordinator if you wish to do so.