

For school to complete please

Deadline:

Work Experience Dates:

School Name/Stamp:

School Contact:

School Tel No:

School Fax No:

Student to complete please

Student Name:
(BLOCK CAPITALS)

Tutor/Form Group:

Male or Female

Note to student - If you are organising your own work experience, please take this form to the contact person to complete.

Work Experience 'Own Placement' Form

For company/employer to complete please

Name of contact at the Company (please print clearly): **Mr/Mrs/Miss/Ms** (delete as necessary)

_____ **Job Title:** _____

Company Name: _____

Full address: _____

_____ **Postcode** _____

Telephone no: _____ **Fax no:** _____ **Email:** _____

Nature of business: _____

Brief outline of student tasks: _____

Hours of work: _____ **Lunch Break:** _____

Supervisors name if different: _____

*I confirm that I am prepared to offer work experience to the above named student subject to the approval of the E&HEBP and understand that this is an extended provision which may require CRB checks should the student be working alone with an adult. I understand that I will be contacted by the E&HEBP for a visit- to discuss the student tasks, health and safety and for insurance purposes - as required by current legislation. **Our company Employer liability insurance details are as shown below:***

Signature: _____ **Date:** _____

Name of Insurer: _____ **Policy Number:** _____

Expiry date: _____ **Any other note:** _____

On behalf of Ealing & Hillingdon EBP, thank you for taking the time and interest in supporting this student on this forthcoming work experience placement – it is very much appreciated. Please give us feedback to improve future links. PLEASE KEEP A COPY OF THIS FORM FOR YOUR OWN RECORDS AND FUTURE REFERENCE

For EBP Office Use only

Date received _____ Co. on database Yes No Input by (initials) _____ Date input _____

Placement confirmed to employer Yes No on(date) by(initials)

Local H&S visit required Yes No Out of area visit required (OOA) Yes No H/S Expiry Date _____

Placement Suitable Yes No D'base updated Yes No Outcome confirmed to school Yes No

Forms attached H&S Rsk Ins JD Business Code No: _____