



## YEAR 10 Work Experience Information Form

### Monday 14 May - Friday 18 May 2012

- You are required to arrange your own work placement
- Think carefully about the placement; type of work/future career aspirations/location

**Please complete ALL SECTIONS in FULL and sign this form**  
**Return to your Learning Community PA Or Mrs Bayliss BY FRIDAY 18th NOVEMBER**

Student Name		Male	Female	Date of Birth	Advisory
Student Address			Student E-mail address		Age (at start of work exp wk)
Parent/Guardian contact details (in case of queries)	Home Telephone No	Work Telephone No	Mobile No	E-mail address	

<b>SECTION 1</b> Please tick whether you have/have not organised a placement	I have organised a placement arranged as shown below	I have not been able to organise a placement
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Name of Organisation/Employer \_\_\_\_\_

Address \_\_\_\_\_

Post Code \_\_\_\_\_

Name of Contact \_\_\_\_\_ Tel No \_\_\_\_\_

Job Title of Contact \_\_\_\_\_ E- mail \_\_\_\_\_

Type of Business (e.g. vets, hairdressers) \_\_\_\_\_

Duties/tasks to be completed (& department if appropriate) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I have contacted this employer and they have confirmed they can offer me a	I have contacted this employer who said they may be able to offer me a placement – I will let you know when it is confirmed	I have contacted this employer through someone I know in the organisation. Please state name and relationship of	
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placement				contact	
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## SECTION 2

**Please complete this section even if you have arranged a placement**

### Type of Work Experience

(You **MUST** mark 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> choices) If necessary, please specify type of work within these categories.

Office Work /IT		Care – elderly		Health & Medical Services	
Sport & Leisure		Shop Work / Retail		Horticulture / Agriculture	
Hotel & Catering		Engineering / Factory		Armed Forces	
Hair & Beauty		Mechanic & Garage work		Working with animals	
Dance & Drama		Outdoor		Working with horses	
Pre-school Primary School		Teaching		Youth work	
Other (please specify)					

### Location

**Which areas/towns can you DEFINITELY get to for Work Experience? (You **MUST** mark 1<sup>st</sup>, 2<sup>nd</sup>, & 3<sup>rd</sup> & 4<sup>th</sup> choices) and say where in towns e.g. all parts, town centre only or a specific area**

Ashford	Aylesford	Bluewater	Cranbrook	Crowborough	Dartford	Hadlow	Gravesend	Kings Hill
London	Maidstone	Medway Towns	Paddock Wood	Sevenoaks	Sittingbourne	Snodland	Swanley	Tenterden
Tonbridge	Tunbridge Wells	West Malling	Other areas (please specify)					
I am planning to travel by					I would consider using public transport		Yes	No

### Subject

**Tick the subjects that you study and circle those of special interest Add any other interests/part-time jobs below)**

<input type="checkbox"/> Art and Design <input type="checkbox"/> Business Studies <input type="checkbox"/> Citizenship <input type="checkbox"/> Dance/Performing Arts <input type="checkbox"/> Design and Technology <input type="checkbox"/> Drama <input type="checkbox"/> Sports Science <input type="checkbox"/> Geography <input type="checkbox"/> Health and Social Care <input type="checkbox"/> History <input type="checkbox"/> Social Sciences <input type="checkbox"/> Public Services <input type="checkbox"/> Modern Foreign Language <input type="checkbox"/> Photography <input type="checkbox"/> Religious Studies <input type="checkbox"/> Music <input type="checkbox"/> Media <input type="checkbox"/> English <input type="checkbox"/> Maths <input type="checkbox"/> Science <input type="checkbox"/> ICT            Other .....
<b><u>PART TIME WORK</u></b>
<b><u>INTERESTS</u></b>

If you have tried but been unable to find a placement, please list details of employers you have already contacted	<b>Employer Name</b>	<b>Location</b>
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**SECTION 3**  
**Guidance and Permission**

**Parent/Guardian/Carer Undertaking and Permission**

I have discussed work experience with my son/daughter and I agree to him/her taking part in the work experience programme. *I understand that*

- My son/daughter and I are responsible for making contact with employers and arranging a work placement for one week from 14th to 18th May 2012.
- We must provide all the necessary work placement information to the school by 18 Nov 2011.
- If we are unable to find a placement, we must still provide all the necessary information to the school by 18th Nov 2011.
- If the school arranges a placement, we will accept the placement that is arranged within the categories/areas detailed in section 2.
- If we are unable to find a placement and do not return the information form back to the school by 18th Nov 2011, the school cannot guarantee that a placement will be found.
- If my son/daughter does not have a placement they must attend school.
- The school must receive all information by 18th Nov 2011 in order for the placement to be health and safety checked.
- My son/daughter will be unable to attend their placement unless it has been health and safety approved. If it is not approved, the school will inform me that my son/daughter must not attend. If they do, it will be an unauthorised absence and the school cannot be held responsible for their health, safety & security.
- **Last minute changes cannot be made as to placements once the form has been received.**
- I am responsible for any travel fares and clothing cost that maybe incurred.
  
- I will/will not allow my son/daughter to travel on public transport (please delete as appropriate)

NAME OF STUDENT \_\_\_\_\_ DATE \_\_\_\_\_

PARENT/GUARDIAN/CARER SIGNATURE \_\_\_\_\_

**Student Undertaking**

I have discussed with my parent/guardian/carer the arrangements for work experience. I understand that it is my responsibility to arrange my own placement and that I must provide the school with the relevant information so that my placement can be health and safety checked. If for any reason I am unable to find my own placement and the school arranges this for me, I will accept that placement arranged within the categories/areas as chosen in Section 2.

STUDENTS SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**Medical**

It is important to inform the employer of any medical issues that may affect you on work placement. Please detail below anything you feel the employer should be aware of (e.g. asthma, hay fever, back problems, lack of mobility etc). *Parents/Guardians should inform the employer of any medical conditions when arranging the placement.* The school will inform the employer of any medical issues.