Dear Employer

A Year 12 student at our institution has approached your organisation requesting a work experience placement between the above dates. Please would you complete this form so the student can return this form to Mr Duck, Head of WRLCE, at your earliest convenience?

Name of student ........................................

Company Name and Address ..........................................................
 ........................................................................
 ........................................................................
 ........................................................................

Main products or type of business .................................................

Working hours .................................................................

Approximate number of employees ..........

Name of contact(s) and their job title ..................................................

Telephone number and extension .................................................

Type of Work Experience offered ......................... (e.g. clerical, retail etc.)

Will the student be supervised by trained and experienced personnel? ..... 

During the placement, to check that all is well would you prefer one of our members of staff to make:

- a personal visit ..... or
- a phone call ..... 

(In the case of a visit, a call would be made first to arrange a convenient time.)

You are courteously reminded of the need to have regard for any statutes and working agreements affecting the hours of work of young people and the type of employment for which they may be engaged, and to secure students’ safety, including the provision of protective clothing where appropriate.

Avon Education Ltd. are responsible for confirming that each employer carries the appropriate insurance for students on Work Experience and that the placement complies with current Health & Safety legislation. This is done by arranging to visit the employer’s place of work, unless the company has been visited within the last year, in which case, a computer database check will be sufficient.

Signed .............................................. Status .............................................. Date ...............