



Trinity School Work Experience 1 – 5 July 2019

Trinity School

Please complete all Sections in full

Name of Student _____ Tutor Group _____

I have arranged for my son/daughter to do his/her work experience as stated below:

For a work placement to go ahead the company must have the following insurance policies. Please indicate if these policies are in place:

Employee Liability Insurance? Yes/No Public Liability Insurance? Yes/No

Name of Company _____

Contact Person _____ Tel no: _____

Address of Placement _____

Department and Type of work they will be involved in _____

Does the student named above, for whom you are responsible, have any impairment or medical condition that might affect the type of work he/she could undertake or that may prevent him/her from carrying out a work experience?

YES/NO (Delete as applicable) if YES, please give details: _____

To be completed by the Parent/Carer

Please note it is your responsibility to inform employers of any medical conditions, which may affect your son/daughter whilst in their care. Failure to disclose relevant information could create serious difficulties for both the student and the work experience provider. We will issue the employer with your contact details in case of emergency and ask the employer to destroy these once the placement has ceased.

I am the parent/carers of the student named above and I give consent for him/her to undertaking the Trinity School work experience programme for one week's placement.

Name: _____ Signature: _____

Date: _____

To be completed by the Student

As the student named above, I agree to take part in this Work Experience Scheme. I also agree to hold in confidence any information about the Employer's business which I may obtain during this period and not disclose such information to another person without the Employer's permission. I also agree to observe all safety, security and other regulations laid down by the Employer.

Name: _____ Signature: _____

Date: _____

All information must be returned to your Form Tutor by **Friday 7 December 2018**.