

Date received:

# Work Experience 2019

Monday 15<sup>th</sup> - Friday 19<sup>th</sup> July



Name..... Tutor Group .....

I have found the following placements on the Northbrook Work Experience database and would like to undertake my work experience at one of the following:

1<sup>st</sup> Choice (Employers name) .....

2<sup>nd</sup> Choice (Employers name) .....

3<sup>rd</sup> Choice (Employers name) .....

Please do **NOT** call the employer - Mrs Cutress will do this for you in the first instance. She will let you know if you need to attend an interview.

If you have your '**Own Placement**' - please complete this part of the form.

If you are hoping to work with family / friend, please call them to discuss before giving all information to Mrs Cutress.

## Own Placement Information:

Company Name: .....

Address: .....

Contact agreeing to placement: .....

Telephone Number / email: .....

**All** employers **MUST** have Employers and Public Liability Insurances and relevant risk assessments.

### **Parents please sign this agreement:**

I agree to pay the applicable charge for the required risk assessment to be carried out for my son / daughter's chosen placement. I understand that I will be invoiced after the placement has been confirmed.

\_\_\_\_\_ Signed (Parent) \_\_\_\_\_ Date

Please return completed form to Mrs Cutress **BEFORE 14<sup>th</sup> December 2018.**

For Office Use Only:

Contact made:	With:	On database?	Submitted to Northbrook - date:	Confirmation letter / email sent:	
Allocated Company:			Fee:	Paid?	Medical form Y/N Agreement form Y/N