



**WORK EXPERIENCE  
STUDENT SELF PLACEMENT FORM**

**STUDENT NAME:**

**Form:**

**Date of Birth:**

**Gender:** Male / Female

**Dates of Work Experience:** Monday 2<sup>nd</sup> July to Friday 6<sup>th</sup> July 2018

**HEALTH DECLARATION:**

In order to ensure that there are no unnecessary risks to the Health & Safety of this student or the Health & Safety of another person, please indicate below any medical condition the student is suffering from which the employer should be made aware of (eg: asthma):

.....  
.....  
.....

**TO 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 employers business which I may obtain during this work period, and not to 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 and made known to me either by the employers representatives or by displayed instructions.

Student Signature: ..... Date: .....

**TO THE PARENT/CARER:**

As the parent/guardian of the student named above I confirm that I have read and understood this form and agree to his/her taking part in the scheme and understand that he/she will observe the conditions set out. I confirm the information on this form can be passed to the placement provider if necessary.

Parent/Carer Name: ..... (printed)

Parent/Carer Signature: ..... Date: .....

*(Please give this form to the employer to complete details overleaf)*

**Return to Student Services, Ormiston Victory Academy, Middleton Crescent, Costessey, Norwich NR5 0PX or via email to [workexperience@ormistonvictoryacademy.co.uk](mailto:workexperience@ormistonvictoryacademy.co.uk)**

**TO BE COMPLETED BY THE EMPLOYER**

Thank you for agreeing to take the student named overleaf on Work Experience. We would be grateful if you could complete the following before signing the form below. The information on this form will be used to create a Job Description for student.

<b>Company Name</b>		
<b>Placement Address</b>		
<b>Postcode</b>		
<b>Email Address</b>		
<b>Telephone/Fax</b>	<b>T:</b>	<b>F:</b>
<b>Mobile</b>		
<b>Placement Title</b> (for student e.g. Sales Assistant)		
<b>Duties to be carried out by student:</b>		
<b>Working Days/Times</b>		
<b>Meal Breaks</b>		
<b>Appropriate Clothing</b>		

<b>Employers Liability Insurance Details</b>	
Insurance company: .....	
Policy No: .....	Expiry Date: .....
PLEASE NOTE WITHOUT EMPLOYERS LIABILITY WE <u>CANNOT</u> AUTHORISE THE PLACEMENT. PUBLIC LIABILITY ALONE WILL <u>NOT</u> SUFFICE	
<i>By signing this form you are agreeing to provide a placement to the named student.</i>	
<b>PLACEMENT AUTHORISED BY:</b>	
I confirm I have received Ormiston Victory Academy's 'Employer Guide to Work Experience' from the student (please tick)	<input type="checkbox"/>
<b>Contact Name</b>	
Mr/Mrs/Miss/Ms.....	<b>Position</b> .....
<b>Signature</b> .....	<b>Date</b> .....

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