

Student Information Form – to be completed by employer then returned to school

Year 10 Work Experience 2019

This information will help the student prepare for their placement

Student Name:	Tutor Group:
Organisation Details	
Name of Contact Person:	
Company / Organisation Name:	
Company/ Organisation Full Address:	
Telephone Number:	Extension:
Company product, sector, service or nature of business?	
What work will the student be doing?	
Hours	
Hours of work:	am to pm
Start time on first morning:	
Dress code	
Expected clothing:	
Safety boots provided: Yes / No / Not applicable	
Overalls provided: Yes / No / Not applicable	
Meal Arrangements	
Is there an on site canteen?	
Are meals provided?	
Are packed lunches acceptable?	
Are there any other points regarding Health and Safety at Work?	
Is there any additional information relevant to the placement?	

Please complete and return this form to:

Mrs A Watts, Events Officer

Nailsea School, Mizzymead Road, Nailsea, North Somerset, BS48 2HN