

WORK EXPERIENCE

STUDENT APPLICATION FORM (SAF) 14.15

This form should be completed neatly in black ink and signed by you and your parent/guardian. The information given on this form will help to arrange an appropriate placement so please complete it all. Relevant information will be forwarded to the placement provider. This form **must** be completed and returned by the given deadline for you to proceed with the work experience process.

School/College Name	Wood Green School	Work Experience dates	20 th - 24 th November 2017
Work Experience co-ordinator Name	Mrs K King	School Tel. No.	01993 702355

Professional Pathway	Academic Pathway
All students in school on Monday 20 th to take part in a series of events that introduces them to Health and Safety at Work as well as Work Place skills.	
Work Experience from Tuesday to Friday.	Work Experience from Tuesday to Thursday.
(The aim of this route is to provide students who may not be looking at going on to sixth form with an extended work experience opportunity.)	Friday in school for a Higher Learning Post 16 carousel with an introduction to and practical experience of learning opportunities after GCSE.

Student Name		Form/Tutor group	
Date of Birth		Male/Female	
Home Address		Home Tel. No.	
		Mobile No.	
Post Code		Email address	
Emergency Contact name		Emergency Tel. No.	
Relationship to student		Please specify Professional or Academic Pathway	

List the subjects you are studying	Which three subjects do you like most	
	List any of your subjects which require work experience as part of the course e.g. Health & Social Care, Business Studies (you can check with your teacher)	
List any Saturday jobs, after school, holiday jobs or voluntary work you have had		

PARENT/GUARDIAN- please complete this section

Please indicate below any medical condition/s and/or special needs this student has which a placement provider should be aware of in order to carry out a suitable and sufficient risk assessment.
e.g. Asthma, allergies, hay fever, colour blindness, epilepsy, diabetes, eczema, phobias, learning difficulties, Failure to notify us of any condition could put a student at risk.

Student Name		School	Wood Green School
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YOUR PLACEMENT

State **five** completely **different** types of work experience that would interest you (E.g. engineering, science, office work, retail, logistics, catering, care, etc): **PLEASE NOTE SOME PLACEMENTS ARE IN SHORT SUPPLY**

1		4	
2		5	
3			

If you are organising your own placement which company have you approached:		
Is your Student Own Placement form attached or to follow Please circle	Attached	To follow
OWN PLACEMENTS CAN NOT BE PROCESSED WITHOUT A COMPLETED SOP FORM		

Please list where you can travel to.	Think carefully about how you are going to get there

STUDENT AGREEMENT

- I agree to participate in a Work Experience placement with an employer that will be confirmed at a later date.
- I agree to hold in confidence any information about the employer's business that I may obtain during the placement and not to disclose such information to any other person without the employer's permission.
- I agree to observe all health, safety, security and other rules laid down by the employer and made known to me verbally, in writing, or by displayed instructions.

Student signature		Date	
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PARENT/GUARDIAN AGREEMENT

- I agree in principle to the above student undertaking work experience. I understand confirmation of the placement with further details will be sent at a later date.
- I have provided any relevant medical information as required
- I understand that parents/guardians have responsibility for safety whilst the student is travelling to and from the placement.
- I understand that the employer has responsibility to ensure that so far as is reasonably practicable all necessary health and safety measures will be taken during the placement and will share risk assessment information with me
- I understand that the employer will have to satisfy the Oxfordshire Work Experience standard relating to insurance cover and health and safety
- I understand I must inform the employer & school of any absence during the work placement
- I understand Oxfordshire Work Experience will hold information regarding students on their database and will share this with employers where necessary

Parent/Guardian signature		Date	
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SCHOOL USE

Please add tutor comments here.
Add any information that would be useful to know when matching a student to a placement such as academic ability, punctuality, attitude and behaviour and whether the employer sectors they have chosen above are appropriate.

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