

How to complete Mploy Work Experience Form



WORK EXPERIENCE SELF PLACEMENT FORM

Dear Student,

This form is to be used only if you have found your **own placement**. Please make sure all sections are completed and that you have **all three signatures** before handing the form to your teacher.

SCHOOL DETAILS	
School _____	Placement Dates: From _____ To _____
Tel No _____	

This needs to be filled in because Mploy work with hundreds of schools.
Year 10 Work Experience is 13th to 17th March 2023.
Please print neatly.

STUDENT DETAILS

Mr/Miss _____ First Name _____ Surname _____

Date of birth _____ Age at Placement _____ Form/Tutor Group _____

Home Address _____ Post Code _____

Contact No _____ E-mail* _____

*This may be used to send you details about careers and other info you may find useful as well as details about your placement. Please tick if you do not want to be contacted

Please give details of any medical or other conditions which could affect your work placement ie Hayfever, Asthma, Eczema, Epilepsy, Allergies, Colour Blindness, Dyslexia _____

You need to complete this section carefully and neatly – it is best printed

Please ensure you use a sensible email address. You and your parent / carer need to sign the other side of the form before passing it to the employer.(see later slide)

Health information is to help us ensure your safety.

Dear Employer,

This form has been given to you following your agreement to a work placement. Please complete the Company details and Job description sections of the form and then sign the Employer section on the reverse confirming that you carry **Employer's Liability Insurance**. This form should then be returned to the student for delivery to school. Please ensure that you put details of this placement in your diary as the next contact you have may well be from the student just prior to the placement starting. Thank you for supporting the work experience programme.

COMPANY DETAILS (address of placement)

Organisation Name _____	Dates Confirmed: From _____
Business Description _____	To _____
Address _____	
_____ Post Code _____	
Contact Name _____	Title _____
Position _____	No of employees _____
Tel No _____	Mobile No _____
E-mail address _____	
(please complete overleaf)	

Please ask the employer to complete all of this section. It is important that email address and phone number are clear so the employer can be contacted for Health and Safety and Insurance checks.

JOB DESCRIPTION

(Please give as much information as possible)

Placement Title _____

Placement Tasks _____

Working Days From _____ To _____

Working Hours From _____ To _____

Lunch Times From _____ To _____

Lunch arrangements Staff Canteen / Local Cafe / Bring Packed Lunch / Provided

Dress / PPE (Personal Protective Equipment) Requirements _____ Provided Yes / No

Have you provided work experience placements in the past Yes / No

Would you consider offering placements in the future Yes / No

This is where the employer will describe what you will be doing on the placement and e.g. the hours that you will be working .

Please look carefully at this and let Miss Connor know if you need boots or overalls BEFORE February half term. This is to allow time to order any items we may need. You need to be clear what is involved before you sign the next section.

SIGNATURES

STUDENT

As the student named overleaf I agree to take part in this work experience scheme. I agree to hold in confidence any information about the Employer's business which I may obtain during this work period. I also agree to observe all safety and security regulations in accordance with Company policy.

Name _____ Signed _____ Date _____

Print your name neatly on the left and sign in the middle . Add todays date.

This shows that you have read the form and agreed to what the employer is offering.

PARENT

As the parent/carer of the student named I confirm that I agree to the placement and I am satisfied that it is a suitable environment in which the student may undertake their work experience.

Name _____ Signed _____ Date _____

For more information, please visit our website www.mplysolutions.co.uk

Parent / carer to sign this section to show that they have read and agreed to the placement details.

Things to think about.

- The employer will form an opinion of you based on the form.
- The information needs to be clear so you can be contacted.
- Only completed forms will be sent to Mploy.
- They will use the form to set up the Health and Safety and Insurance checks. No form, no check, no placement.
- The form is therefore an important part of the process.
- It is also a chance to practice a form before you have to complete applications for your Post 16 options (sixth form, college, apprenticeship etc.)

Any questions please ask Miss Connor

aconnor@whitbyhs.Cheshire.sch.uk