

Penwortham Girls’ High School Work Experience Self-Placement Form

**\*\*Student/parent - School will not accept this form without a copy of the relevant insurance(s). The deadline for submission is Friday, 12th May 2023\*\***

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| **Employer Name & Placement Address**  **…………..…………………………………….**  **……………..………………………………….**  **…………………..…………………………….** Postcode………………………………... |  | **Student Name & Address**  **……………………………….…………………**  **………………………………..………………..**  **…………………………..……………………..**  **Date of Birth: …………………………………** |
| **Name of Contact**  **………………………..……………………….**  **Employer Telephone No.**  **…………………………………………………**  **Mobile No…………………………………..** |  | **School:**  **Dates of Work Experience: Monday 22nd May – Friday May 26th 2023** |

**Work Experience Job Title …………………………………………………………………**

**Brief Description of Duties …………………….………………………………...………**

I confirm that:

* We will take all possible care of the student's health and safety, recognising her inexperience, immaturity and lack of awareness of risks.
* We will ensure that the student performs meaningful work as previously agreed in the job description.
* We will not discriminate on the grounds of gender, race, disability, religion, age or sexual orientation.
* We will inform the school immediately, should we for any reason have to send the student home.
* We understand it may be necessary for a representative of the school to undertake a visit prior to the student taking up the placement.
* We have Employers & Public Liability Insurance and will inform our insurance company that we have accepted the above named student for Work Experience. (See attached copy of my employer’s liability insurance)\*\*

***\*\* PLEASE ATTACH A COPY OF YOUR EMPLOYER’S LIABILITY INSURANCE CERTIFICATE TO THIS FORM – SHOULD THE STUDENT BE TRAVELLING IN A MOTOR VEHICLE PLEASE CAN YOU ALSO ATTACH A COPY OF THE RELEVANT MOTOR VEHICLE INSURANCE CERTIFICATE\*\* Please note that the student cannot join you without this information***

**Signed .............…............... Date / / Position in Company ………..….........**