



WORK EXPERIENCE – PREFERENCE SHEET

Name: _____ Home Group: _____

Current Address: _____

Parent Name & Phone No: _____

Student Email: _____

Students need to take the initiative to contact the employer directly to arrange work experience.

When organising Work Experience bear in mind:

- You will need to organise **your own transport to get to and from work experience.**
- This is a great chance to experience working in an area you have always been interested in.
- Some employers may require inductions prior to starting, please make sure this is something you check on and are aware of.

Complete this section when you have confirmed your placement with an employer

BUSINESS NAME: _____

CONTACT PERSON: _____ INDUSTRY: *eg. Builder* _____

PHONE NUMBER: _____ MOBILE: _____

EMAIL ADDRESS: _____

BUSINESS ADDRESS: _____ POSTCODE: _____

POSTAL ADDRESS: _____ POSTCODE: _____

START DATE: 13 /05 /2019

END DATE: 17/ 05 /2019

NOTE: THIS IS NOT THE OFFICIAL PAPERWORK

You may only begin your Work Experience once the **WORK EXPERIENCE ARRANGEMENT FORM** is completed and signed by all parties

ADMIN USE ONLY

Arrangement Form Printed Date: ___/___/2019 INITIALS: _____

Arrangement Form Returned Date: ___/___/2019 INITIALS: _____

When this form is completed and you have spoken to the employer please take it to the Careers Office to obtain the legal paperwork.