

## Work Experience Placement Opportunity Form

Could your company offer work experience? Learning to Work are currently working with **The Langley Academy** to place students on work experience for dates in February, March and June.

Your company may be able to offer an interesting and valuable work experience opportunity that could be really beneficial to a Year 10 or 12 student. If you think you can help please complete this form in FULL and return to the academy

Company Name: \_\_\_\_\_

Type of Work: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Email Add: \_\_\_\_\_

First Name (please print) \_\_\_\_\_ Miss/Mrs/Mr \_\_\_\_\_ Surname: (please print) \_\_\_\_\_

Job Title: \_\_\_\_\_

Total No. of employees on site: \_\_\_\_ OR Are you a lone worker? (Please indicate) Yes / No

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**In order for a company to take a student on work experience, the relevant insurance must be in place.**

Company's Employer's Liability Insurance

Name of Insurance Company: \_\_\_\_\_

Policy No: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

**Please return this form to Ruth Turner, Careers Officer, The Langley Academy**

Thank you