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| **OFFICE USE ONLY** |
| Student details |  |
| **Allocated** |  |
| **Company** |  |
|  |

 **PLEASE ENSURE YOU SIGN THIS FORM OVERLEAF**

 **AND RETURN TO HEIDI HAIGH VIA 6TH FORM RECEPTION ASAP**

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| 1. **STUDENT PERSONAL DETAILS**
 |
| **Forename(s) …………………………………….** |
| **Surname …………………………………………** |
| **Address ……………………………………………………………………………………………………................****………………………………………………………………………………………………………………………...** |
| **Postcode …………………….** | **Home Telephone Number………………………..………..****Student Mobile Number****……………….......................................................................** |
| **Date of Birth …………………………….....** | **Tutorial Group** **……………** |
| **Have you got an up-to-date CV prepared? Yes/No** | **Main Parent/Carer Contact Mobile Number ……………………………………………………………… Parent Email:……………………………………………...** |

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| 1. **HEALTH FACTORS:**
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| Information we should know about, eg if you have had a serious injury or illness over the last six months which may affect your placement. ………………………………………………………………………..……………………………………………………………………………………………………………..Some health problems can affect your choice of Work Experience Placement. Tell us if suffer from anything listed below by ticking the appropriate condition: **Please confirm that this information can be shared with your employer:****Are you in agreement that any of the Health Factors can be shared with an employer? Yes / No** |
|  | **Mild** | **Severe** |
| 1. Skin Allergy eg eczema
 |  |  |
| 1. Defective Colour Vision
 |  |  |
| 1. Eyesight (not applicable if only glasses worn)
 |  |  |
| 1. Hearing
 |  |  |
| 1. Physical Movement – please give details above
 |  |  |
| 1. Speech
 |  |  |
| 1. Diabetes
 |  |  |
| 1. Migraine
 |  |  |
| 1. Epilepsy
 |  |  |
| 1. Respiration e.g Asthma
 |  |  |
| 1. Any others not listed – please give further details:
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**Compulsory: Parental Consent Forms and Job Descriptions will be issued to students in due course. A copy of both forms to be returned to Mrs Haigh signed by both student and parent before each placement starts.**

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| 1. **EXTERNAL PLACEMENT AND SUPPORT**
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| **Students will liaise direct with employers / parents to organise their own External Placement which will take place from 8th to 12th July 2019. Timings would be at the Employers discretion ie every day from 9.00am – 5.00pm.** **100% attendance will be required.** When students contact employers for work experience placements, we remind them to use a formal and appropriate style of writing and also to enclose a CV**.** ***The Employer’s Appendix Form should be completed with all the details of the placement and returned to Mrs Haigh by the deadline date of*** ***THURSDAY 20TH December 2018***. Health & Safety inspections prior to the placement taking place could take up to 12 weeks. **If you have any queries, please do not hesitate to contact Mrs Haigh in the Careers Office by email on** **h.haigh@brighouse.calderdale.sch.uk** **or mobile on 07946 329189** |

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| 1. **STUDENT INTERVIEW/INDUCTION**
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| **Please contact your Employer prior to the start of your Work Experience to arrange an interview/induction and go through the final details and requirements in the work place. *Please tick here to confirm that you have read this: ……..*** |

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| 1. **STUDENT’S SIGNATURE -**

**C&K Careers is our local Careers Service to help all young people age 12 – 19.** |
| I confirm that the information on this form can be shared within the Careers Service to help me fulfil my future goals. The health information on this form is correct.**Name**………………………………….**Signature**……………………………**Date** …………………. |
| 1. **PARENT/CARER COMMENTS AND SIGNATURE**
 |
| I agree that my son/daughter can go on work experience for the dates specified. I confirm I will support my son/daughter with both their organising of an external placement and any travel arrangements that are required. The health information on this form is correct.**Name** ………………………………. **Signature** ………………………… **Date** ……………………. |

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| 1. **TRAVEL *- Please tick here to confirm that you have read this: …….***
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| **To get the placement of your choice you may have to travel further afield:** be prepared to take the initiative and organise your placement e.g. in London. Accommodation and costs will be involved, so take advice from parents to see if this can be achieved! |
| 1. **WORK EXPERIENCE ABROAD - *Please tick here to confirm that you have read this: …….***
 |
| **C&K Careers do not authorise any Work Placements that take place abroad.** **Parents would have full responsibility for any placement organised, any costs involved and it would be a private arrangement.** Brighouse High School will not be responsible for any costs involved in any Work Placements that take place abroad. |
| 1. **WORK EXPERIENCE DURING SCHOOL HOLIDAYS - *Please tick here to confirm that you have read this: …….***
 |
| **Any work experience carried out during school holidays, please note that this will be a private arrangement between the employer, parent and student.** Health & Safety inspections will not be carried out by Brighouse High School/C&K Careers and the student will not be monitored by school staff whilst on their placement. We ask parents/carers to ensure that they are clear of where their son/daughter will be placed and support them with any travel arrangements. The student will receive guidance in college of appropriate dress and expectations during a placement. |

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| **OFFICE USE ONLY: WORK EXPERIENCE INTERVIEW NOTES** |
| **Form received by (staff initials): Date: Time:** **What are your plans after Year 13?** University / Apprenticeship / Job / Gap Year / Other (please state): **What Subject/Job area are you interested in?****What subjects are you taking?****1. ………………………..** **2. ……………………….. 3. ……………………….. Favourite ………………………..****Notes – Work Experience:** **Calderdale & Huddersfield Hospital placement. This will take place from 15th – 19th July 2019 (last week of term). Interviews take place on Wednesday 12th December 2018 between 12.00-1.15pm at Sixth Form.** **Handed forms to complete and return?** Yes/No**Bradford Hospital placement (must have BD postcode to apply direct)** Yes/No**Has the student contacted an Employer already? Yes/No Who and where are they based? ………………………………** |