

# Work Experience Mon 13th - Wed 15th Jul 2020 (3 days)

## Please complete:

Student name ..... Form .....

Able to work in: East Grinstead area .....Crawley area .....Horsham area .....

Other area- please specify .....

Best parent/carer contact for work experience: Name.....

Email of best contact .....

Tel no. of best contact .....

## Please complete either section 1 or section 2 over page

### Section 1 - If you have not found your own placement:

- ◆ Explore the work experience directory (Web address and log-in details below).
- ◆ Fill in five reference numbers in order of preference.

Imberhorne school will contact the employers on your behalf in order of preference.

Check your school emails regularly as this is how we will communicate progress and whether the employer has agreed to take you or not.

Online work experience directory: [www.northbrook.ac.uk/wex](http://www.northbrook.ac.uk/wex)

Student Username: imber120stu Password: (not available on the website—please email lparker@imberhorne.co.uk)

Job ref number : ..... Company name: .....

Job ref number: ..... Company name: .....

Job ref number: ..... Company Name: .....

Job ref number: ..... Company Name: .....

Job ref number: ..... Company Name: .....

School use only:

Placement confirmed

Job Re

H & S

H&S approved

Student informed

Paperwork printed

Signed student/home

Signed employer

## Section 2 - If you have found your own placement:

All placements must have a Health and Safety Assessment completed before being approved. The employer must have Employer's Liability Insurance as a minimum. We employ Brighton College to complete the H&S checks (West Sussex only) and it is essential that the employer is aware they will be contacted. If the employer is outside of West Sussex or if a H&S assessment will not be possible, please email [lparker@imberhorne.co.uk](mailto:lparker@imberhorne.co.uk), Work Experience Coordinator at Imberhorne, before completing this form.

Name of Company/Organisation .....

Address the student will be working at (to be health & safety assessed).....

..... Postcode.....

Contact Name ..... Phone .....

Email .....

Industry Type .....

Duties .....

Have you received confirmation of the placement? .....

Hours of work ..... Clothing required .....

## For school use only:

Contact history:

## For school use only:

Name of confirmed placement .....

Address the student will be working at .....

Postcode ..... Email .....

Contact name ..... Tel .....

Hours of work ..... Special clothing? .....