****

Employer Pack

**Introduction**

Tarleton Academy believes that work experience is a valuable opportunity for many of our students, it reinforces their career choices, even if only to confirm what they do not want to do. For others, it can be a turning point in making them realise what they need to do in their school work to make sure they secure the best possible career path.

We have developed this information pack to:

* Provide student information to be passed onto the work experience provider.

Please print all information and ensure that all sections are completed otherwise Student Work Experience Placement Forms cannot be accepted. All sections need to be completed so that the placement information can be submitted to Tarleton Academy in order to confirm a work experience placement.

Once the form is completed it must be returned to the House Progress Lead Office.

The deadline for all students to return this form confirming their placement is: **10th February 2023.**

Students returning their forms after this date should be aware that it may not be possible to complete Health and Safety checks in time and therefore they will be unable to participate in the Work Experience programme.

**If the student fails to attend their work placement, please could you contact school on the number below in the morning of each day of absence or alternatively send an e-mail to the address quoted.**

**Student Information**

**Student Contact Details**

|  |  |  |  |
| --- | --- | --- | --- |
| First Name |  | Surname |  |
| Date of Birth |  | Age (on placement) |  |
| Home Address |  | Postcode |  |
| Home Phone No |  | Student Mobile No |  |
| Email Address |  | | |

**Medical Information**

|  |
| --- |
| Please provide details of any medical conditions that the employer would need to be aware of. Parents may need to discuss their child’s needs with the employer in advance of the placement taking place. |
|  |

**Parent Contact Details**

|  |  |  |  |
| --- | --- | --- | --- |
| First Name |  | Surname |  |
| Home Contact Number |  | Personal Mobile Number |  |
| Relationship to Student |  | | |

**School Contact Details**

|  |  |  |  |
| --- | --- | --- | --- |
| First Name | Kelly | Surname | Berry |
| School Contact Number | 01772 812644 | Emergency Contact Number | 01772 812644 |
| Email Address | workexperience@tarletonacademy.org | | |