

Post 16 Work Experience Application Form (Non-Vocational)

Name		School/College	
Month & Year of Birth		Tutor Group	
Home Postcode		Course/Subjects Studying	
Secondary School		Primary School	
GCSEs taken and grades			

Health Problems or Prescription Medication
Please note it is the responsibility of the student to inform the employer of any of the below

Travel					
Please list the areas that you are able to travel to and how you will get there.					
Please state car, train, bus, bike or walk					
Arborfield		Mortimer		Swallowfield	
Beech Hill		Newbury		Thatcham	
Burghfield		Pangbourne		Theale	
Calcot		Purley		Three Mile Cross	
Caversham		Shinfield		Tilehurst	
Central Reading		Sindlesham		Twyford	
Goring		Sonning		Winnersh	
Grazeley		Spencer's Wood		Wokingham	
Lower Earley		Streatley		Woodley	
Other Areas, e.g. Bracknell (please give details):					

<u>EBP ADMIN</u>	DETAILS	DATE	INITIALS
PLACEMENT			
EMPLOYERS LETTER & RF			
STUDENT DESCRIPTION			
STAFF VISIT			

Please give details of any jobs you have/had and interests and hobbies

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Using the boxed below please list your three placement options and why you are interested in them

Choice 1

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Choice 2

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Choice 3

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Parents/Guardians

I confirm that all the details are correct

I agree that my son/daughter may be placed for work experience in the choices indicated above. Once placed I understand that changes cannot be made, however in exceptional circumstances it may be possible to change the placement. There will be a charge of £60 for this.

I consent to my son/daughter’s details being passed to prospective placement providers.

I acknowledge that due to Covid-19 pandemic there may be changes or restrictions on work experience placements and that my son/daughter will follow government guidance if they display symptoms.

Student Signature

Date

Parent/Carer Signature

Date

By signing this you are confirming you have read, understood and agreed to how we are going to use and store the personal information

How information about the student will be used and who we will share the student information with -

In order to manage the placement, EBP will process the student’s personal data that is shared with us. This may include the student’s name, school, employer, start and end dates and any special data shared with us (such as medical information). We will also share this data with the employer so that the employer can provide a work placement. EBP takes great care to look after personal data - you can read how we do this at <http://educationbusinesspartnership.co.uk/privacy-policy/>

How long we will keep information about the student - We will keep the information until the student is 25 years old, which is a legal requirement.

If you need any further information - Please email us at info@ebpwb.co.uk