

Pre 16 Work Experience Application Form

Name		Tutor Group	
Home Postcode		Month & Year of Birth	/
Secondary School		Primary School	

Please list any hobbies, interests and any part time jobs

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 tick the areas that you are able to travel to and state 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 Area (please give details):

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

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

Choice 1
Choice 2
Choice 3

Parent/Guardian	
I agree that my son/daughter may be placed for work experience in any of the choices indicated above. If you withdraw from the process after a placement has been sourced for you, meeting all the criteria on your form, the full £77 will be charged . If the Education Business Partnership (EBP) are required to source another placement a £60 change of placement fee will apply, plus the full fee of £77 for both the first and second placements (£154 plus £60.00).	
I consent to my son/daughter’s details being passed to prospective placement providers. I accept that it is my responsibility to keep this information up to date.	
Signed	Date

By signing this you are confirming you have read, understood and agree to how we are going to use and store 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

Tutor’s Administration - Please complete the following on a scale of 1 to 10 (10 being the highest), and expand with comments if necessary					
Reliability		Attendance		Outgoing Personality	
Appearance		Communication Skills		Numeracy	
Literacy		SEN	Yes/No		