

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 where you are able to travel to and how - Please state car, train, bus, bike or walk			
Arborfield		Kingsclere	
Aldermaston		Lower Earley	
Beech Hill		Mortimer	
Burghfield		Newbury	
Calcot		Pangbourne	
Caversham		Purley	
Central Reading		Shinfield	
Earley		Sindlesham	
Emmer Green		Sonning	
Goring		Southcote	
Grazeley		South Reading/Green Park	
Hungerford		Spencer's Wood	
Other Areas (please give details):			

EBP ADMIN	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

Do you intend to return an 'Own Placement form' before the deadline of Friday 12 January 2024? Yes / No

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. Once placed I understand that changes cannot be made. However, under exceptional circumstances it may be possible to change the placement. There will be a £60 charge for this. 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.

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

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		