

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

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Health Problems or Prescription Medication

Please note it is the responsibility of the student to inform the employer of any of the below:

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Travel

Please tick where you are able to travel to and how - Please state car, train, bus, bike or walk

Arborfield		Kingsclere		Streatley	
Aldermaston		Lower Earley		Swallowfield	
Beech Hill		Mortimer		Thames Valley Park	
Burghfield		Newbury		Thatcham	
Calcot		Pangbourne		Theale	
Caversham		Purley		Three Mile Cross	
Central Reading		Shinfield		Tilehurst	
Earley		Sindlesham		Twyford	
Emmer Green		Sonning		Whitley	
Goring		Southcote		Winnersh	
Grazeley		South Reading/Green Park		Wokingham	
Hungerford		Spencer's Wood		Woodley	

Other Areas (please give details):

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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		