



Leicestershire Education Business Company

30 Frog Island
Leicester
LE3 5AG

Tel: 0116 240 7270 Fax: 0116 240 7001

SELF PLACEMENT FORM 2017/18

Student - This form is to be taken to the company you wish to work with and be completed by your employer.

Please note you can only find a Self-Placement in Leicestershire and the following areas: Derbyshire, Rugby Nottinghamshire, Lincolnshire and Rutland, Northamptonshire, Atherstone, Nuneaton and Bedworth.

Important: students please note you must also complete an application form!

Employer – Please complete this form fully and return to the student ASAP.

If you have not previously offered work experience, one of our Employer Assessors will shortly be in touch to arrange a brief meeting to ensure the information held on our database about your organisation is both accurate and satisfactory. Please ensure you provide a valid contact number that you can be reached on during the week between 9am and 5pm.

Insurance – When students are on work experience they are classed as employees and we ask that you confirm below that you have these insurances otherwise the placement cannot go ahead. The Employer Assessor will need to see the certificates when they visit.

Do you have Employers Liability Insurance?	YES	NO	Public Liability Insurance?	YES	NO
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

ALL DETAILS ARE TO BE COMPLETED

Student Name School/College: **Crown Hills Community College**

Placement Dates: **18 June 2018 – 30 June 2018**

Company Name

Address

..... Post Code

Telephone Number Email

Company Contact Position

Work Experience Role e.g. Office Assistant

CONTACT SIGNATURE **PRINT NAME** **DATE**

TEACHER SIGNATURE **PRINT NAME** **DATE**