

Work Experience Placement Checklist – to be completed by the employer

Please complete and return to Gill Smith, Longfield Academy, Longfield Road, Darlington. DL3 0HT or email to workexperience@longfield.swiftacademies.org.uk.

An electronic version of this form can be obtained from our website from <https://www.longfield.uk.com/careers/work-experience/> or on request to the email address above.

Employer details	
Name of employer	
Address	
Contact Name	
Contact Tel Number	
Contact email address	
Nature of business	
Name of pupil undertaking placement	

Employers Liability Insurance Details	
Insurers Name	
Expiry Date	
Policy Number	
Public Liability Insurance Details	
Insurers Name	
Expiry Date	

Policy Number	
---------------	--

For school use only Date recd	Date processed	Checks made
--------------------------------------	----------------	-------------

Information to be shared with pupil before starting their placement

Area of work	
Who should the pupil report to on their first day first day report?	
Where should the go on their first day	
Does the pupil need to visit before starting their placement?	
Dress code	<input type="checkbox"/> Smart <input type="checkbox"/> Casual <input type="checkbox"/> Old clothes <input type="checkbox"/> Uniform provided <input type="checkbox"/> Other (please give details) -
Hours of work	Monday 4 th Feb :
	Tuesday 5 th Feb:
	Wednesday 6 th Feb:
	Thursday 7 th Feb:
	Friday 8 th Feb:
Lunch arrangements Eg. Bring packed lunch, eat in staff canteen, buy lunch from local shops.	
Safety equipment the pupil needs to bring eg. safety boots	
What are the main duties the pupil will be undertaking?	
Any other information	

--	--

Name of person completing this form: _____

Position held: _____

Please return to Gill Smith, Longfield Academy, Longfield Road, Darlington. DL3 0HT or by email to workexperience@longfield.swiftacademies.org.uk