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| **POST 16 Work Experience Application Form** |

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

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| **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 list the areas that you are able to travel to and how you will get there.**  **Please state car, train, bus, bike or walk** | | | |
| Central Reading |  | Calcot |  |
| Tilehurst |  | Tilehurst |  |
| Shinfield |  | Mortimer |  |
| Lower Earley |  | Burghfield |  |
| Goring |  | Newbury |  |
| Pangbourne |  | Thatcham |  |
| Theale |  | Other areas |  |
| Arborfield |  |  |  |

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| **EBP ADMIN** | **DETAILS** | **DATE** | **INITIALS** |
| **PLACEMENT** |  |  |  |
| **EMPLOYERS LETTER & RF** |  |  |  |
| **STUDENT DESCRIPTION** |  |  |  |
| **STAFF VISIT** |  |  |  |

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

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| **Choice 1** |
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| **Choice 2** |
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| **Choice 3** |
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| **Parent/Guardians**  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/daughters 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 agreed to how we are going to use and store your personal information.

**How information about the student will be used -** Members of the EBP work experience team will use the information that has been provided to make informed choices about which companies may be suitable for the work placement.

**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.

**Who we will share the student information with -** We will share the student name and school name with the work provider where the work experience placement is carried out. This is so that the employer can prepare for the work placement.

**If you need any further information -** Please email us at [info@ebpwb.co.uk](mailto:info@ebpwb.co.uk) or to view our privacy policy, please visit our website <http://educationbusinesspartnership.co.uk/privacy-policy/>

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| **Tutors 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 |  |  |