



## **Company Details**

Name of Company/Business:	
Address Line 1 :	
Address Line 2 :	
City:	Post Code:
Company Contact Name:	
Contact Telephone:	
Contact Email:	
Does your Company have an Equality and Diversity Policy?	Yes 🗆 No 🗆 Other:

## **Details on Placement**

Type of work on placement undertaken by student:

Significant Risks to be aware of:

Will special clothing be needed (if any):

Measures to be taken to minimise these risks:

<b>Company Insurance</b> Evidence will be requested to safeguard our student(s)		
Does your company have 'Third Party Public Liability' Insurance?		
□ Yes □ No □ Other:		
To provide evidence of this I will be sending copies of our Third Party Public Liability Insurance		
🗆 via email		
via post		
Does your company have 'Employer Liability' Insurance?		
□ Yes □ No □ Other:		
To provide evidence of this I will be sending copies of our Employer Liability Insurance		
🗆 via email		
via post		
Student Details		
Please confirm the name of the student(s) that you have agreed to host:		
Working days		
□ All Week □ Monday □ Tuesday □ Wednesday □ Thursday □ Friday □ Other:		
Working hours		
Lunch arrangements		

Name	
Signature	Date
Parent/Carer	
Name	
Signature	Date

Employer

THIS FORM SHOULD BE RETURNED TO HIGHAM LANE SCHOOL BY THE DATE REQUESTED AND MUST BE SIGNED.