



City of Westminster

Self Placement Form

This form must be completed by the student, the company/organisation, the parent/guardian and then returned to James Flitcroft the Work Experience Co-ordinator.

To be completed by the student

Name of Student: _____

School: **Quintin Kynaston School** Tutor Group: _____

Dates of Work Experience: **From: 4th July 2011 To: 15th July 2011**

Name of Organisation: _____

Name of contact in Organisation (in block capitals): _____

Tel: _____ Email: _____

Address of Company: _____

Postcode: _____

To be completed by the Organisation - Insurance Details

Please give details of your Employer Liability insurance:

Insurance Co: _____

Policy No: _____

Expiry Date: _____

We regret that only those companies/organisations with Employer Liability cover are eligible for inclusion in the City of Westminster Work Experience Scheme.

To be completed by the Organisation – Placement details

Key tasks

Required Skills

Dress Code

Working Days and Times:

Travel Arrangements: _____

Lunch Arrangements: _____

Will the student be travelling around various sites – Please specify:

Subject to an acceptance visit by a City of Westminster representative, please confirm that you have agreed to accept this student by signing below:

Name (capitals): _____ **Date:** _____

Signed: _____

To be completed by the Parent/Guardian

I have read the details of the job description and am happy for the City of Westminster to pursue this placement for my son/daughter.

Signature of Parent/Guardian: _____ **Date:** _____

To be completed by the Work Experience Co-ordinator

I confirm that the form has been fully and accurately completed to the best of my knowledge:

Signature of Work Experience Co-ordinator: _____ **Date:** _____

Have you hosted Work Experience students previously? – If so from which borough? (Please circle)

Westminster	Lambeth	Wandsworth	Hammersmith	Camden
Islington	Brent & Harrow	Hackney	Tower Hamlets	Newham
Greenwich	Lewisham	Dagenham	Southwark	Richmond
Central London Trident		Hounslow		

Other (please specify) _____

This is to save you time as we may not need to visit if another borough has already conducted a visit

Thank you for supporting our young people

Please return to: James Flitcroft
Quintin Kynaston School
Marlborough Hill
St John's Wood
NW8 0NL

Tel: 020 7722 8141 ext 301/160

If you need further assistance please do not hesitate to contact the Westminster Work Experience Team on 020 7641 1099 or 020 7641 1336