



King's Norton Boys' School

Humani Semper Contendimus

PLACEMENT CONFIRMATION - WORK EXPERIENCE PROGRAMME 2018-19

Please complete this form and return it to Mr S Kirk – Work Experience Co-ordinator
(s.kirk@knbs.co.uk) King's Norton Boys' School, Birmingham B30 1DY

I am willing to offer Work Experience from **30th March – 3rd April** inclusive (5 days in total)

Name of student: _____ Tutor Group: _____

Name of person to contact: Mr/Mrs/Miss/Ms _____

Company/Organisation name and address:

Primary Contact Number: _____

Primary Contact Email: _____

Pre-Work Experience induction date (if appropriate): _____

Student job title: _____

Please give brief details of the type of experience you will be offering:

Will all work be based at the premises? Yes No (Please give details below)

Lunch arrangements: _____

Dress Code: _____

Start time: _____ Finish time: _____

Please provide us with any other information that might be important for us to be aware of (as appropriate):

Placement Offer Declaration:

As a representative of the above company/organisation, I agree to the above-named student working on these premises.

Signed: _____ Name: _____

Date: _____