



# John Mason School Work Experience **20 - 24/25 March 2017**

Use this form when a company/individual has agreed to take you for one week of work experience. **DO NOT** give this to the company – it is for Mrs Ratnage. This is so that we have the correct information for the council to do a safety check.

**Student Name** \_\_\_\_\_ **Form** \_\_\_\_\_

**Name of Company** where you will be working \_\_\_\_\_

**Type of work** you'll be doing (eg assist builder, assist class teacher, shadowing in law courts)

\_\_\_\_\_

Is the placement provider **self-employed? Yes / No**

(Yes means that the placement will take even longer than a normal placement to clear with Oxfordshire County Council; it also means the insurance may take some time for you to organise and you may need to pay the insurance.)

**Company Address** \_\_\_\_\_

\_\_\_\_\_ **Postcode** \_\_\_\_\_

**Company Telephone** \_\_\_\_\_

Name, job title and email  
of the person to whom  
Mrs Ratnage should  
send paperwork

**Name** \_\_\_\_\_

**Job title** \_\_\_\_\_

**email** \_\_\_\_\_

How did you apply  
for this placement?

Please tick all  
that apply

in person

by telephone

by email

by letter

How did they offer  
you the placement?

Please tick all  
that apply

in person

by telephone

by email

by letter

Have you emailed/written to thank them and accept their offer and say that you are really looking forward to spending a week with them in March? **Yes / Not Yet.**

If you receive an email that confirms your offer then please forward it to [workexp@johnmason.oxon.sch.uk](mailto:workexp@johnmason.oxon.sch.uk)  
If you receive an offer letter then please either take a photo of it and share via email to the above email address or bring the letter into school so that Mrs Ratnage can take a copy.