**Employer Information Form**

When you have found a placement with a suitable employer, please can you complete this form and return it to either your tutor or Mrs Fox (based behind reception)

Please ensure that this form is **fully completed** prior to handing in, all information requested is needed in order to proceed with the placement.

***Please ensure that you have confirmed with the employer that they have Public and Employers' Liability Insurance as this is a mandatory requirement for the placement to go ahead.***

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| **Student Name:** |  | **Tutor Group:** |  |

Placement Details:

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| **Name of Company/Organisation:** |
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| **Address of Company/Organisation:** |
| **Post Code:** | **Telephone Number:** |
| **Email address of person agreeing to the placement:** |

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| **Name of person agreeing to the placement:**  |
| **Type of Business:**  |  |
| **Job Title:** |  |