

# Exmouth Community College

Principal: Mr A.K. Alexander. B.A. Hons.



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**Dear Employer**

**I hope you do not mind our student approaching you regarding a week of work experience. 21st – 25th October 2013**

**These placements have previously been a great success, allowing students to gain a valuable insight into the world of work. We really would appreciate your help as without willing employers the scheme would not be able to run.**

**Please do not hesitate to contact me should you have any questions.**

**Many thanks**

**Jenna Westcott  
Head of Careers and Enterprise  
01395 255689**

<p>Name of Student _____</p> <p>Name of Company _____</p> <p>Contact Name &amp; Job Title _____</p> <p>_____</p> <p>_____</p> <p>Address _____</p> <p>_____</p> <p>Post Code _____</p> <p>Telephone Number _____</p> <p>YOU MUST HAVE EMPLOYER LIABILITY INSURANCE TO COMPLY WITH HEALTH AND SAFETY REGULATIONS BEFORE TAKING A STUDENT ON WORK EXPERINCE</p>	<p><b>Please tick Appropriate box</b></p> <p><b>We are able to accept</b></p> <p><input type="checkbox"/></p> <p><b>We are unable to accept</b></p> <p><input type="checkbox"/></p>
<p>Sign _____</p>	<p>Date _____</p>