

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 & 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>Please tick Appropriate box</p> <p>We are able to accept</p> <p><input type="checkbox"/></p> <p>We are unable to accept</p> <p><input type="checkbox"/></p>
<p>Sign _____</p>	<p>Date _____</p>