



**Bacon's College**  
The best in everyone™  
Part of United Learning

## YEAR 10/12 WORK EXPERIENCE OWN FIND FORM 2025

COMPLETE AS MUCH OF THIS FORM AS YOU CAN.

Student Details (to be completed by the student)

Employer Details (employer must sign)

<b>Dates of Work Experience: Yr 10 Monday 14<sup>th</sup> July-Thursdays 17<sup>th</sup> July / Yr 12 Anytime between the 21<sup>st</sup> of July and the 28<sup>th</sup> of August</b>	
Name of Student:	
Tutor Group:	
Name of company/organisation:	
Full address of where you will be working including the post code:	
Website address:	
Main Tel No:	Company email: <b>Email:</b>
Title of position offered to student:	
Name of main contact person:	Direct Tel No: Direct Email:
Who will be supervising this student (if different from above)	Direct Tel No: Direct Email:
<b>Please confirm that you have agreed to accept this student by signing below:</b>	
For and on behalf of: (Company/organisation)	
Signed:	Name (Capitals):
Date:	Tel No:



A Church of England academy governed, led and managed by the  
United Learning Trust in partnership with the Southwark Diocesan Board of Education.

Bacon's College is part of United Learning. United Learning comprises: UCST (Registered in England No: 2780748. Charity No. 1016538) and ULT (Registered in England No. 4439859. An Exempt Charity). Companies limited by guarantee. VAT number 834 8515 12. Registered address: United Learning, Worldwide House, Thorpe Wood, Peterborough, PE3 6SB.

Bacon's College  
Timber Pond Road  
Rotherhithe  
London  
SE16 6AT  
t: 020 7237 1928  
f: 020 7237 4501  
e: [reception@baconscollege.co.uk](mailto:reception@baconscollege.co.uk)



**Bacon's College**  
The best in everyone™  
Part of United Learning

**Placement Details (to be completed by the company/organisation)**

Do you have Employers' Liability Insurance?	Yes/No
Have you/will you notify your insurers that a work experience student will be on the premises?	Yes/No
Is anyone working at this organisation related to this student? If yes, please give the name of the person and in what capacity.	Yes/No

**Please give details of your Employer Liability Insurance below: (\*Students are only permitted to work with companies/organisations that have Employer Liability cover)**

Name of Insurer:
Policy Number:
Expiry date:

**Job Description (to be completed by the company/organisation)**

**What key tasks will the student be doing?**

--



A Church of England academy governed, led and managed by the  
United Learning Trust in partnership with the Southwark Diocesan Board of Education.

Bacon's College is part of United Learning. United Learning comprises: UCST (Registered in England No: 2780748. Charity No. 1016538) and ULT (Registered in England No. 4439859. An Exempt Charity). Companies limited by guarantee. VAT number 834 8515 12. Registered address: United Learning, Worldwide House, Thorpe Wood, Peterborough, PE3 6SB.

Bacon's College  
Timber Pond Road  
Rotherhithe  
London  
SE16 6AT  
t: 020 7237 1928  
f: 020 7237 4501

e: [reception@baconscollege.co.uk](mailto:reception@baconscollege.co.uk)



**Bacon's College**  
The best in everyone™  
Part of United Learning

#### Job Requirements

Dress Code, Skills:

Working hours, Break and Lunch arrangements (timings and location):

**Working Environment** - Please can you give some idea of the environment(s) the student will be working in

**WORKING ONE-TO-ONE** Will the student be working in isolation with the same person for the majority of their placement, e.g. on the premises, outdoor location, travelling in a vehicle? **YES / NO** If **YES**, please give brief details:

**PHYSICAL CONTACT** Will you or any of your employees need to have physical contact with the student either as a normal part of the job or as part of any training? **YES / NO** If **YES** please give brief details:



A Church of England academy governed, led and managed by the  
United Learning Trust in partnership with the Southwark Diocesan Board of Education.

Bacon's College is part of United Learning. United Learning comprises: UCST (Registered in England No: 2780748. Charity No. 1016538) and ULT (Registered in England No. 4439859. An Exempt Charity). Companies limited by guarantee. VAT number 834 8515 12. Registered address: United Learning, Worldwide House, Thorpe Wood, Peterborough, PE3 6SB.

Bacon's College  
Timber Pond Road  
Rotherhithe  
London  
SE16 6AT  
t: 020 7237 1928  
f: 020 7237 4501

e: [reception@baconscollege.co.uk](mailto:reception@baconscollege.co.uk)



**Bacon's College**  
The best in everyone™  
Part of United Learning

**PARENT/CARER AGREEMENT and CONSENT – please sign below**

I have read the 'Information about the Employer and Placement' and agree to my son/daughter taking up this Work Experience Placement and undertaking the main duties and tasks detailed. I have read the lunch time arrangements for this placement and have discussed suitable arrangements for lunch and break periods with my son/daughter and I am aware that if my son/daughter leaves the employer's premises during lunch or break periods, no liability can be accepted by the employer or the school for any incident that may occur.

Signature of Parent/Carer: \_\_\_\_\_

Date: \_\_\_\_\_

---

**STUDENT AGREEMENT and CONSENT**

I have read the 'Information about the Employer and the Placement'. I agree to:

- take part in this Work Experience Placement;
- follow all safety, security and other regulations laid down by the employer, either through instructions, training or as displayed;
- take reasonable care of my own health, safety and welfare and for that of anyone else who may be affected by my actions or omissions;
- hold in confidence any information about the employer's business which I may obtain during this work experience placement and not to disclose such information to another person without the employer's permission.
- Follow the Code of Conduct for Use of Social Media and Electronic Devices while on work experience
- 

Signature of Student: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Work Experience Co-ordinator: Ms Anum/Ms Watson, Email: <a href="mailto:careers@baconcollege.co.uk">careers@baconcollege.co.uk</a>
--



A Church of England academy governed, led and managed by the  
United Learning Trust in partnership with the Southwark Diocesan Board of Education.

Bacon's College is part of United Learning. United Learning comprises: UCST (Registered in England No: 2780748. Charity No. 1016538) and ULT (Registered in England No. 4439859. An Exempt Charity). Companies limited by guarantee. VAT number 834 8515 12. Registered address: United Learning, Worldwide House, Thorpe Wood, Peterborough, PE3 6SB.

Bacon's College  
Timber Pond Road  
Rotherhithe  
London  
SE16 6AT  
t: 020 7237 1928  
f: 020 7237 4501  
e: [reception@baconcollege.co.uk](mailto:reception@baconcollege.co.uk)