

St. Aidan's Comprehensive School

TRANSITION YEAR WORK PLACEMENT SUMMARY SHEET

A. Student Details	B. Parent/Guardian Details
Student name:	Parent/Guardian name:
Student address:	Parent/Guardian address:
	Parent/Guardian mobile number:
Student has personal accident cover: <input type="checkbox"/> Yes <input type="checkbox"/> No	Parent/Guardian work number:
Relevant student medical conditions:	
For TY placement only: Please indicate if this form covers: Dec Week <input type="checkbox"/> May Week 1 <input type="checkbox"/> May Week 2 <input type="checkbox"/>	

C. School Details	
School name: St. Aidan's Comprehensive School	School phone number: 049 5552161
School address: Cootehill, Co. Cavan H16CV91	School email: office@staidans.ie
	Contact person name: Deirdre Marren
	Contact person work phone number: 049 5552161
	Contact person work email: deirdremarren@staidans.ie
School insurance details: Students on work experience are State Indemnified. A statement is available and will be provided by student.	

D. Host Employer Details (to be completed by Host Employer)	
Host employer:	Host employer phone number:
Host employer address:	Contact person name:
	Contact person role:
	Contact person phone number:
	Contact person email:
The host employer has employers liability and public liability cover in place: Yes <input type="checkbox"/> No <input type="checkbox"/> The school may request copies of such insurance documentation.	

E. Placement Details (to be completed by Host Employer)	
Placement programme:	
Type of work placement:	Hours of work
Description of tasks to be performed:	
Health & Safety Statement Declaration: I _____ declare I have a H&S statement in place. state name and company if applicable	
Signed: _____	Date: _____

Please confirm that the following documents have been provided to the host employer:

- Host Employers Guidance Leaflet State indemnity Confirmation Statement

Please read the above information and sign below if satisfied with work experience arrangements.

Signed: _____ Student	Signed: _____ Parent/Guardian
Signed: <u>Deirdre Marren</u> School contact person	Signed: _____ On behalf of the Host Employer

