

**The Trident Office**  
**Skills Jersey**  
 Bermuda House  
 Green Street  
 St Helier  
 Jersey  
 JE2 4UH  
 Tel: 449431 Email: trident@gov.je



## **NEW EMPLOYER FORM**

**EMPLOYER:**

Trident manages the (unpaid) Year 10 work experience scheme for the Island’s secondary schools on behalf of the Children, Young people, Education and Skills Department and has the responsibility of endorsing all placements. A member of the Trident team will contact you, and arrange a visit to discuss the Trident processes, placements, insurance and Health & Safety requirements. If you have any questions you would like to ask first, then please contact the Trident Office on 449431.

Name of Organisation: .....

Business Category (please tick one):

<input type="checkbox"/> Media Marketing & PR	<input type="checkbox"/> Science, Mathematics and related work	<input type="checkbox"/> Retail and Sales	<input type="checkbox"/> Transport & Logistics	<input type="checkbox"/> Finance & related work
<input type="checkbox"/> Art & Design	<input type="checkbox"/> Sport, Leisure & Culture	<input type="checkbox"/> Education & Childcare	<input type="checkbox"/> Construction & Trades	<input type="checkbox"/> Security and Protective Services
<input type="checkbox"/> Engineering	<input type="checkbox"/> Medical and Social Care	<input type="checkbox"/> Hair & Beauty	<input type="checkbox"/> IT & Digital	<input type="checkbox"/> Legal Services
<input type="checkbox"/> Hospitality & Catering	<input type="checkbox"/> Animal, Plants & Nature	<input type="checkbox"/> Administration & Business	<input type="checkbox"/> Performing Arts and Related work	<input type="checkbox"/> Other (please state what category)

Number of employees:     1-4     5-19     20-49     50- 199     200+

Address: .....

..... Postcode: .....

Tel: ..... Email: .....

Name: ..... Position: .....

**Work Experience Details:**

Placement Title: .....

Key Duties/tasks: .....

.....  
 .....  
 .....  
 .....  
 .....

Requirements: (prior skills/requirements needed/ preferred for this placement):.....  
.....  
.....  
.....

Working days: (five days in any seven) .....

Working hours: (students will be required to work minimum 25 hours and maximum 40 hours per week).....  
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Breaks: (duration and times) .....  
.....

Bring own lunch     Purchase off site     Meal provided

Dress-code: .....

Protective clothing:

Safety boots needed: **YES / NO** (If required Trident will provide safety boots)

Please give details of any other required protective equipment and if these will be provided by employer or student.....  
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