

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



TRIDENT OWN PLACEMENT FORM

STUDENT:

Name: School:

DOB: Form:

Dates of work experience: Shoe size:

Important: The job must not already be in the scheme (please check on the Trident website) and you will not be permitted to work with close relatives.

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 placement, 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)

Address:

..... Postcode:

Tel: Email:

Name: Signature:

Position: Date agreed

Student's Supervisor: Position:

Work Experience Details:

Placement Title:

Key Duties/Tasks:

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

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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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PARENT / GUARDIAN:

I agree that my son/daughter may be placed for work experience with the above organisation.

Name: Signed:

Contact Number: Email:

Children, Young People, Education and Skills (CYPES) is registered as a 'Controller' under the Data Protection (Jersey) Law 2018 as we collect and process personal information about you. We process and hold your information in order to provide public services and meet our statutory obligations. Our Privacy notice explains how we use and share your information and can be accessed here: [Children, Young People, Education and Skills privacy policy \(gov.je\)](https://www.gov.je/children-young-people-education-and-skills/privacy-policy).