

WORK EXPERIENCE 2019/2020– Brief Guidelines

Monday 29th June to Friday 10th July 2020

1. Get an idea of where you want to work or see Mrs Treeby or Miss Emily Whittaker for suggestions.
2. Phone/email the employer. See the 'Contacting placements' document if you don't know what to say or come and see us if you want to use the school phone.
3. If the employer agrees to have you, make sure you let them know the dates and get the contact details (name, phone number AND email address).
4. Scan the QR code in the Library or follow the link on consent letter or school website.
5. This needs to be completed by **Friday 8th November 2019**
6. Do not send the application form yourself. They have to be sent with the school's covering letter and insurance/risk assessment form.
7. As soon as the employer replies, you will be notified.

Full guidelines and relevant links are on the Careers sections of the school's website: www.thomasmills.suffolk.sch.uk/careers

Above all, if you are having any difficulties from not knowing what to do, or how to apply, come and see Mrs Treeby in the Sixth Form Office or Miss Emily Whittaker in the Library.