

ADDITIONAL Work Placement Summary Sheet

Sections A, B and C to be completed by the school, in consultation with the student and a signed version forwarded to the host employer.

Sections D and E are then to be completed by the host employer signed and returned to the school contact person directly or via the student. The host employer should retain a completed version for their records.

A. Student Details	B. Parent/Guardian Details
Student's Name:	Parent/Guardian Name:
Student's Class:	Parent/Guardian Address:
Student Address:	Parent/Guardian mobile number:
Student has personal accident cover: Yes <input type="checkbox"/> No <input type="checkbox"/>	Parent/Guardian work number:
Relevant student medical conditions:	
Start date of placement: _____ End date of placement; _____	
C. School Details	
School Name: Crescent College Comprehensive S]	School Phone Number: 061229655
School Address: Dooradoyle Limerick V94 W6W8	School Email: info@ctescentsti.com
Contact person name: Ita Danaher, Peter Moloney, Caroline Coughlan	Contact Person Work Email: info@crescentsti.com
School insurance details	State Indemnified
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:
Host employer insurance details:	The host employer has employers 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:	

Please ensure that all relevant documents in the employer pack have been submitted to the host employer:

Signed: _____	Date: _____
Student	
Signed: _____	Date: _____
School Contact Person	

Signed: _____	Date: _____
Parent/Guardian	
Signed: _____	Date: _____
On behalf of the Host Employer	