

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 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:	

C. School Details	
School name: Scoil Mhuire Community School	School phone number: 045 868121
School address: Prosperous Road, Clane, Co. Kildare.	School email: scoilmhuireclane@gmail.com
	Contact person name: Aedamar O Reilly
	Contact person work phone number: : 045 868121
	Contact person work email: aedamarnolan@scoilmhuireclane.ie
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 liability and public liability cover in place: <input type="checkbox"/> Yes <input type="checkbox"/> No 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 confirm that the following documents have been provided to the host employer:

☐ Host Employers Guidance Leaflet
 ☐ State indemnity Confirmation Statement

Signed: _____ Date: _____ <div style="text-align: center;">Student</div>	Signed: _____ Date: _____ <div style="text-align: center;">Parent/Guardian</div>
Signed: _____ Date: _____ <div style="text-align: center;">School contact person</div>	Signed: _____ Date: _____ <div style="text-align: center;">On behalf of the Host Employer</div>