

**Use this checklist before submitting the Own Placement form to careers**

<input type="checkbox"/>	<b>1.</b> Found a placement – Using contacts – WEX database – Local searches
<input type="checkbox"/>	<b>2.</b> Agreement from the employer to host <b>3<sup>rd</sup> – 6<sup>th</sup> February 2025</b>
<input type="checkbox"/>	<b>3.</b> Own placement form is fully completed by employer
<input type="checkbox"/>	<b>4.</b> Own placement form signed by
<input type="checkbox"/>	a. employer
<input type="checkbox"/>	b. child
<input type="checkbox"/>	c. parent or carer
<input type="checkbox"/>	<b>5.</b> Yellow letter of understanding sent to / left with employer
<input type="checkbox"/>	<b>6.</b> Work experience programme fee paid via Arbor (Or cash via Finance office)
<input type="checkbox"/>	<b>7.</b> Sent completed & signed own placement form to careers (Returned to school / Good quality scans accepted to <a href="mailto:careers@durring.com">careers@durring.com</a> ) <b>By 4<sup>th</sup> November 2025</b>
<input type="checkbox"/>	<b>8.</b> Kept other paperwork safe

**Any questions? – Please send an email to [careers@durring.com](mailto:careers@durring.com)**