

# North Halifax Grammar School

Living to Learn | Learning to Live

T: 01422 244625 F: 01422 245237 mail@nhgs.co.uk www.nhgs.co.uk



March 2018

Dear Sir or Madam

You should receive this form along with a letter from North Halifax Grammar School and an application for a Career Development Placement from one of our students. If you are able to offer this student a placement, I would appreciate it if you would complete the information below and email to l.manley@nhgs.co.uk as soon as possible.

## CAREER DEVELOPMENT PLACEMENT ACCEPTANCE

Name of Organisation .....

Contact Name .....

Address .....

Telephone No. ....

Email Address .....

I/We confirm I/we are prepared to accept a student for their Career Development Placement  
From 1<sup>st</sup> to 5<sup>th</sup> October 2018

Name of student .....

Please confirm whether you have appropriate Employers Public Liability Insurance (if you have appropriate insurance in place I should be grateful if you would email a copy along with this form for our records)

.....  
(Yes/No)

.....  
(Signed)

.....  
(Position in Company)

Yours sincerely

Louise Manley  
School Organisation Manager

