



*Holy Faith Secondary School  
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**Dear Employer,**

### **Work Experience Request**

It would be appreciated if you would give \_\_\_\_\_ an opportunity to do Work Experience in your firm on one or both of the weeks beginning Monday 4th – 15<sup>th</sup> February 2019 inclusive. Work experience is part of the Transition Year Programme in which she is taking part. It is a necessary condition of this scheme that students must not receive a wage/salary in respect of the time spent at Work Experience.

The general Liability section of the school's policy has been extended to include liability arising from or in any way associated with any Work Experience programme organised by the school or in which we participate including indemnity to any employer in respect of the performance of such work by any student subject to the terms, conditions, exclusions and limitations of the school's policy.

We hope that each student participating in the Work Experience will be treated, as far as possible, as a new employee, subject to normal conditions and hours of work. If you agree to give her a place, please sign the enclosed form and return to the school. A member of staff will contact you during the week of Work Experience preferably by email or if this is not possible by telephone.

Yours Sincerely,

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Ms Sinéad Mc Donnell  
Programme Coordinator