**PLACEMENT RECORD**

|  |  |
| --- | --- |
| Student: |  |
| Business Placement: |  |
| Address: |  |
| Contact Name: |  |
| Phone / E-mail Address: |  |
| Placement Period: |  |
| Special  Requirements: |  |

|  |  |
| --- | --- |
| Student: |  |
| Business Placement: |  |
| Address: |  |
| Contact Name: |  |
| Phone / E-mail Address: |  |
| Placement Period: |  |
| Special  Requirements: |  |

|  |  |
| --- | --- |
| Student: |  |
| Business Placement: |  |
| Address: |  |
| Contact Name: |  |
| Phone / E-mail Address: |  |
| Placement Period: |  |
| Special  Requirements: |  |

1. Information to include under special requirements for all students:
   * Bring a clean, unwrinkled and fully signed green form on the first day.
   * Call before to confirm interview time.
2. Information to include under special requirements for students in businesses that require specific things:
   * Business attire required.
   * Steel-toed boots required.
   * No perfume, jewellery. Tie back long hair.
   * Close-toed shoes required. No sandals, open toes, etc.
   * Be prepared to get clothes dirty.

1. Add all the pertinent information for each student’s placement, cut out the strips and give each student the appropriate strip of paper. This form is on the PSSD site under Students, Career Development, Career and Work Exploration, Forms.