

GUIDELINES FOR APPLYING FOR A WORK EXPERIENCE PLACEMENT

- Apply early. Many students from other schools will be looking for work experience placements at similar times and organisations may operate a first come first served policy. If you leave it until September you will have difficulty getting any placement.
- The letter provided is a sample only. Feel free to add more details if you think they are relevant, especially details of any work experience you have had to date.
- First impressions count so always get someone to check your letter for spellings etc. before sending it.
- Apply to places that provide work in areas that you are interested in as a career.
- Send lots of letters, don't wait for one to reply before trying again. If you have not received a reply within two to three weeks you might try ringing.
- Always send a stamped address envelope to ensure a reply.
- Do not apply to places where you have already been working or where a parent or relative works, unless it is a large organisation where you can work in a separate area. This provides a more realistic experience.
- Keep a record of who you send letters to, and the date posted, so you can follow up with a phone call if time has passed and you have not got a reply.
- You are expected to get a work experience placement that will require you to work for at least the duration of the school day, if not normal working hours (you must work for a minimum of 5 hours each day, excluding lunch hour).
- As you may be visited during work experience your placement must be within a reasonable distance from the school.
- Remember you are looking for real work experience. Some placements may only allow you to observe and may not give you the experience of work you were expecting.
- Jobs that are **not suitable** are jobs in pubs, restaurants and places where the hours are unsociable and not similar to the hours of the school day.
- Note the organisation's requirements regarding Garda Vetting and see your Work Experience Co-ordinator if you are required to be Garda Vetted.
- **ALL JOBS MUST BE CONFIRMED IN WRITING BY YOUR EMPLOYER AND COPIES OF THESE ARE REQUIRED BY YOUR WORK EXPERIENCE CO-ORDINATOR.**