

Offer of Work Shadow Placement

Return completed form to: Bridges Programmes, 27 Main Street, Bridgeton, Glasgow G40 1QA, T. 0141 554 5440; Fax; 0141 556 4144; e-mail: admin@bridgesprogrammes.org.uk

Company details

Company/Organisation Name _____
Address _____
Main business activity _____
Named contact _____

Placement details

We would like to offer _____ placement/s to asylum seekers or refugees on the Bridges Project

We have work shadow placement/s on offer for the following jobs/positions

We are willing to offer a placement/placements for _____ months; _____ day/s per week
(The recommendation is one day a week for 3 months, but we will consider other offers)

Describe briefly the activities that the work shadower will undertake, including what parts of the business/organization they will have access to *(please use additional sheet if necessary)*

Say briefly what you think the main benefits will be to the company/organisation and the work shadower of the scheme _____

Has/does your company/organisation run any other work shadow schemes for any other groups. Please give details _____

We undertake to make the following commitments to the work shadower

- undertake to provide transport and provide lunch
- agree to have one point of contact for the work shadower who will be responsible for integrating the work shadower into the company.
- prepare a programme of activity for the three months which will allow the work shadower to develop a
- full understanding of the company and shadow different staff.

Signature _____ Position _____ Date _____
Name in block capitals

When a suitable match is made we will notify you and arrange for an introductory meeting between yourselves and the participant.