#

# Job shadowing application

|  |  |
| --- | --- |
| First name:  | Last name:  |
| School / Department: | Tel extension:  |
| Email address: |
| Job title: |
| Name of person to be shadowed and their position: |
| Summarise the key areas of responsibility in your current post: |
| Summarise your reasons for applying for job shadowing: |
| State what you expect to gain from the job shadowing experience:  |

|  |
| --- |
| **To be completed by the guest and their line manager:**I support the above member of staff’s participation in the job shadowing scheme as a ‘guest’ and have discussed this with them. I confirm we agree to the code of practice.  |
| Name and signature of guest |  |
| Name and signature of line manager of guest |  |

|  |
| --- |
| **To be completed by the host and their line manager:**I support the above member of staff’s participation in the job shadowing scheme as a ‘host’ and have discussed this with them. I confirm that we agree to the code of practice. |
| Name and signature of host |  |
| Name and signature of line manager of host  |  |