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# Job shadowing application

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| --- | --- |
| 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: | |

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| --- | --- |
| **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 |  |