

**Industrial Placement Advert Proforma**

**(placement description and proposal form for employers)**

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| **YOUR ORGANISATION** |  |
| **Name of employing organisation:** | Click here to enter text. |
| **Full address of organisation:** | Click here to enter text. |
| **Address of location of placement (if different from above)** | Click here to enter text. |
| **Web site address** | Click here to enter text. |

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| **Placement Supervisor details** |  |
| **Title** | Click here to enter text. |
| **Surname** | Click here to enter text. |
| **Forename** | Click here to enter text. |
| **Contact details: email address** | Click here to enter text. |
| **Contact details: telephone number** | Click here to enter text. |

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| **INDUSTRIAL PLACEMENT** |
| **Job Title/Project Title:**  Click here to enter text. |
| Start Date: Click here to enter a date. Finish Date: Click here to enter a date.  **Job description and key responsibilities**. Please provide a detailed description of the project(s); the level of responsibility, what the individual area of contribution will be and an indication of the skills to be developed and technical issues to be addressed:  Click here to enter text. |
| **Brief description of supervisory structure e.g size of working team and reporting structure.**  Click here to enter text. |
| **Person specification** (e.g. *skills, knowledge and experience required*):  Click here to enter text. |
| **Salary & Benefits:** Click here to enter text. |
| **Number of vacancies:** Click here to enter text. |
| **APPLICATION PROCEDURE** |
| **Closing Date**: Click here to enter text. |
| **How to apply**: (e.g. *online/email with CV & cover letter*):  Click here to enter text. |
| **Interview date**: (if known):  Click here to enter text. |
| **Please note any other details that may be relevant in recruiting the right applicants**:  Click here to enter text. |

I have read and understood the [College Placement Learning Policy](http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/placements/Placement-Learning-Policy-June-2014.pdf).

Please submit this form to the Undergraduate Course Administrator, Clare Drysdale - [c.drysdale@imperial.ac.uk](mailto:c.drysdale@imperial.ac.uk),

tel +44 (0)207 594 6185. For further details about the department, please contact us or visit our web site, <http://www3.imperial.ac.uk/electricalengineering>