

# Placement Brief Form

Details provided on this form will be used to supply candidates with information about the placement. For further assistance, please call Graduate Advantage on 0121 204 4767

Form 1A - Office use only			
Date		Time	
BDM			



<b>Organisation</b>					
<b>Main Contact</b>	<b>Title</b>		<b>First Name</b>		<b>Surname</b>
<b>Position</b>					
<b>Building &amp; Street</b>					
<b>Town</b>					
<b>County</b>			<b>Postcode</b>		
<b>Telephone Number</b>			<b>Fax</b>		
<b>Mobile Number</b>					
<b>Email Address</b>					
<b>Industry Sector</b>					
<b>Company Website</b>					
<b>Source</b>					
Where did you hear about Graduate Advantage?					
<b>Job Description</b>					
<b>Project/Job Title</b>					
<b>What is the main aim of the work?</b>  <b>(Please provide as much detail as you are able)</b>					
<b>Principle duties &amp; responsibilities</b>					

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**Form 1A\***

**Graduate Advantage**  
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 Birmingham B4 7ET

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 F: 0121 359 5881  
 E: enquiries@graduateadvantage.co.uk  
 W: www.graduateadvantage.co.uk

Person Specification	
Degree	
Essential Skills	
Desirable Skills	

Line Manager to Candidate (if different from above)			
Name		Position	
Email Address			
Direct Number			

Timings			
Start Date		End Date	
Duration		Full-time or Part-time	

Working hours	
Standard office hours inc. lunch	
Benefits (bonus, flexi time, health care, etc)	
Holiday entitlement/bank holidays	
Salary/Wages (hourly rate of pay)	
Location details inc. public transport links	

I have registered office or work area, separate from any residential address, from which a student or graduate is able to work.

### **SME Declaration**

Please tick and complete number of employees in the appropriate boxes below. We are happy to collect signature at a later date.

I can confirm that this company qualifies as an SME in that it:

Has fewer than 250 employees (full-time workers employed during one year with part-time workers being fractions of one full-time worker)

and has either an annual turnover of 50 million euros (c.34 million sterling) or less or a balance sheet of 43 million euros (c.39 million sterling) or less.

and is less than 25% owned by one or more companies not falling into this definition (except public investment corporations, venture capital companies, or, provided no control is exercised, institutional investors)

This company does not qualify as an SME

This company has \_\_\_\_\_ employees (please complete number of employees)

Signed ..... Date.....

I consent to you inputting my company details onto the Graduate Advantage database.

(Please see terms and conditions on our website [www.graduateadvantage.co.uk](http://www.graduateadvantage.co.uk))