**CAREERS PARTNERS – Keep you contacts easily accessible and all in one place.**

Complete this form, login to Compass+ and add the information into the Careers Partners tool.

|  |
| --- |
| **Organisation Details** |
| **Organisation name** |  |
| **Organisation Type:**  | □ apprenticeship provider □ armed services □ business □ careers activity provider □ FE provider □ HE provider □ public sector □ traineeship provider □ voluntary □ other  |
| **Organisation sector**  | □ Accommodation & food services □ Agriculture, forestry & fishing □ Business administration & support services □ Construction □ Creative arts □ Digital □ Education □ Emergency Services □ Engineering □ Finance & Insurance □ Health □ Hospitality □ Information & Communication □ Leisure □ Manufacturing □ Mining, Quarry & Utilities □ Motor trades □ Professional, Scientific & Technical □ Property □ Public administration □ Public Service/Emergency □ Retail □ Social Care □ Sports □ Tourism □ Transport & Storage (inc postage) □ Wholesale □ Other |
| **Organisation Description** |  |
| **Organisation Address** |  |
| **Organisation Website** |  |
| **Contact information for the Organisation** |
| **First Name**  | **Last Name** |
| **Telephone Number** | **Email** |
| **Address** |
| **Social profiles** |
| **Job Title** | **Department/Branch** |
| **Curriculum Area** |
| **Contact Lead (named person in your setting who is the relationship holder)** |
| **Which events are they available for?** |
| **Careers Talks** | **Careers Fair** | **Mock Interviews** | **Work Experience** |
| **Other (please enter)** |
| **Additional Details** |
| **Alumni** | **Currently Inactive** | **Relative of Learner** |
| **Notes****Remember to Click ‘Add Partner’ to save the details!** |