



Work Experience:

Guide to finding a Work Experience Placement



Step 1: What are you interested in?

Whether you know what you want to do in life or not, it's useful to read about different jobs and talk to lots of people. Sometimes though, you just want to try things for yourself.

One way to get a taste of the world of work is through work experience. You will get a chance to do this for a week when you are in Year 10.

You can start by:

Thinking about the sort of person you are – Use your Kudos account and look for ideas in the What's Next section.

Thinking about what you might look for in a job –

- Would you like working with people, animals, buildings, land, equipment or computers?
- Would you like to work in a shop, hospital, school, hairdressers, office, television or design studio, building site, garage, or maybe a laboratory?
- Trying to list any jobs that fit – what jobs match who you are with what you'd like in a job? This can be a good place to start.

Think about where you might like a part time job For example when you are at College. Get your foot in the door now!!



Step 2: Finding a Placement

Follow these steps:

- use websites such as Yell.com to research local businesses
- search local newspapers for jobs and local companies that interest you
- look for the type of business you'd like to work for (hairdressers or accountants, for example)
- look on Facebook
- make a list of the companies you'd like to work for
- make a note of phone numbers, addresses and websites
- find out more about any companies you want to contact
- choose who you will get in touch with first – you need to be sure that you will accept if a company offers you a placement.



Step 3: Getting in touch

When you have your list, plan what you want to say. You should tell them what job you'd like to see or do, why you'd like to go to their organisation, and what it would mean to you. Then decide how you're going to get in touch:

- **by phone** – practise the first thing you want to say, writing it down if it helps, and be prepared to be put through to someone else and start all over again
- **by email** – use good English and avoid text-speak
- **call in with your CV** – make sure it's up to date and lists things you're good at, and dress to make a good impression.

If they have any opportunities, they will be able to tell you how to apply. If they don't have anything at the moment, you can ask if they can contact you when something comes up.

You can build a CV on your Kudos account. Log in and go to **MY Documents**



The following pages provide a list of businesses that have offered Work Experience placements in the past.

Some of these will have been through personal connections, so they may not offer placements this year.

I cannot publish names of individuals or contact numbers for data protection reasons.

Please try and find a placement that reflects your career interests

Penny Hudson
Careers Lead

Office Work

- Alan Ayres and Co 115 Parkgate Darlington
- Alpha Plus Architects 3 Victoria Road, Darlington
- AMEC AMEC House, Yarm Road, Darlington
- Arriva Durham County 32 Tubwell Row, Darlington
- AVEC Suite 9 Lingfield Hse Lingfield Point Darlington
- Bussey and Armstrong 147 Brinkburn Road, Darlington
- Clark Willis Solicitors 105 Bondgate, Darlington
- Cleveland Bridge UK Ltd Cleveland House Yarm Road Darlington DL1 4DE
- Cornmill Shopping Centre Priestgate Darlington DL1 1NH
- Darlington Building Society 8 Tubwell Row, Darlington
- Darlington Building Society West Auckland Road, Darlington
- Darlington Libraries DBC, Crown Street, Darlington, DL1 4AU
- Durham and Darlington Fire and Rescue Belmont Business Park Durham DH1 1TW
- Durham University Stockton Road, Durham
- EE Global House Senhouse Road Darlington
- Everything Everywhere (Orange) Mercia House Senhouse Road Darlington
- Henry Williams Group Dodsworth Street, Darlington
- Insurance Suite Amnity House 5-7 Coniscliffe Road Darlington
- JBW Group Unit 12B Beehive Lingfield Point Darlington
- JG Windows Darlington 41-42 BlackwellGate, Darlington
- Just Think (Charles Hollywood) Coatham Hall,Coatham Mundeville,Darlington
- Kensington Windows Unit 1 Forge Way, Darlington

- Kingsway Lettings 1e west Auckland Road Darlington
- Lime Marketing Unit J1, Morton Park Way, Morton Park, Darlington
- Northgate Vehicle Hire 23 Allington Way Darlington
- Oldleaf Development - deaf centre Eldon Street Darlington
- Smith Rodham Quality Solicitors 18 Church Street, Shildon

Sales /Retail

- Age Uk 303 Woodland Road, Darlington
- Asda Whinfield Road, Darlington
- Axalta Powder Coating Systems UK LTD Whesshoe Road, Darlington
- Binns House Of Frasier High Row, Darlington
- Boots UK Northgate, Darlington,
- Boots UK 23 High Row, Darlington, DL3 7QW
- Boudoir 15 Grange Road, Darlington
- Burts Carpets Oakwood House, Eastmount Road, Darlington
- C The Box Priestgate, Darlington
- Cancer Research Uk 13 Post House Wynd, Darlington
- CEX Queen Street, Darlington
- Clarks Parmacy 297 Yarm Road, Darlington
- DJW Mullen Butchers 116 Whitby Way, Darlington,
- Elan Grange Road, Darlington
- First For Flowers West Auckland Road, Darlington
- Genuine Army Surplus 328 North Road, Darlington,
- George Boyd Ironmongery Unit 3a- 5a, Meynall Road, Darlington

- Grace the Wedding Company Duke Street, Darlington
- Halfords Russell Street, Darlington
- Health Warehouse 15 Post House Wynd, Darlington
- Hills News Londis 5 The Square Middleton St George
- Hunters Estate Agent 89 Borough Road Middlesbrough
- J Lochner 10 Red Barnes Way, Darlington, DL1 2RR
- Lets Go Logo 70 Bondgate, Darlington, DL3 7JR
- Morrisons North Road, Darlington
- Morrisons Morton Park Morton Park, Darlington
- Neasham Road Newsagent 135 Neasham Road Darlington
- New Look Unit 44-47 Priestgate The Cormill Centre
- Nisa Local 107 Edgemoor Road Darlington
- Oxfam 24 Skinnergate Darlington
- Poppy Bridal 18 Duke Street, Darlington
- Premier News 57 Brignal Moor Crescent
- PTS supplies Unit 3-6 Cleveland Trading Estate, Darlington
- Rowlands Pharmacy Clifton Court, Darlington
- Sainsburys Victoria Road, Darlington
- Sense of style 29 West Auckland Road, Darlington
- Shoe Zone 54 Northgate, Darlington, DL1 1PR
- Strictly Green Hydroponics 32 Evans Easy Space Lingfield Way Darlington
- St Teresa's Hospice Warehouse
- St Teresa's Hospice Shop West Auckland Road, Darlington

- St Teresa's Hospice The Woodlands, Woodland Road, Darlington, DL3 7UA
- Specsavers 41 High Row, Darlington
- The Unicorn Tree 11 Clarks Yard, Darlington, DL3 7QH
- Thomas Cook 6 Prospect Place, Darlington
- Waterstones 1A Cornmill Centre, Darlington

Hairdressing

- Altered Image 11-13 Frenchgate, Richmond, DL10 4HZ
- Acquaintance 10 Bucktons Yard, Darlington
- Beauty and Tanning Studio 4 Houndgate, Darlington
- Brians Hairdressers 8 Woodland Road, Darlington
- Changes 58 West Auckland Road, Darlington
- Chix 69 Bondgate, Darlington
- Cutting Edge Hair and Beauty 3/5 McMullen Road Darlington
- Eye Candy44 Tubwell Row, Darlington
- Hair Sanctuary Morrisons North Road
- Hons Hair Salon 124 Northgate, Darlington
- H's Salon 202 Haughton Road, Darlington
- Marc Antoni Morton Park, Darlington
- O'Neills Hair 84 Fulthorpe Avenue Darlington
- Rowells Hairdressing 22 Skinnergate, Darlington
- Suzanne Wilson Hair Blackwell Grange Hotel Darlington
- Steven hall Hairdressing Blackwellgate, Darlington
- TJ Hair Design Unit 2 Whinbush Way, Darlington

- Twelve Central Central Buildings Middleton St George
- Toni and Guy 15-16 High Row, Darlington
- Top Cutz 227 Geneva Road Darlington
- Upper Cut 29 Larchfield Street, Darlington
- Winroths 3 Clarks Yard, Darlington
- Y2K 61 Lynton Gardens Darlington
- You got Nails 3- 5 Bakehouse Hill, Darlington
- Zoe Chapman Hairdressers 47 Coniscliffe Road, Darlington

Hotel and Catering

- Café Zest Binns House of Fraser, High Row, Darlington
- Coffee@Elliot's 5 Crown Street, Darlington
- Cockerton Sandwich Bar West Auckland Road, Darlington
- Coopers Tea Rooms Post House Wynd, Darlington
- Darlington College Central Park Haughton Road, Darlington
- Darlington College Central Park Haughton Road
- Hall Garth Country Club Brafferton Lane, Coatham Mundeville, Darlington
- Izzy's Café 5 Clarks Yard Darlington
- Jillys Cakes 14 North Road, Darlington
- Joe Rigatoni's The Imperial Centre Darlington
- Kings Café The Kings Centre, Whessoe Road, Darlington
- Kings Hotel 9- 12 Priestgate, Darlington
- Maggie's Place Duke Street, Darlington
- Maidendale Community centre Burnside Road Darlington

- Massarella Catering (Binns) Binns House of Fraser Darlington
- Mecure Hotel Priestgate Darlington
- Ochis 30- 32 Bondgate, Darlington
- Pizza Hut 4- 6 Horsemarket, Darlington
- Rockcliffe Hall Brasserie Hurworth on Tees Darlington
- Scholars Resteraunt 24-26 Bondgate Darlington
- Segafredo Cappuccino Bar Grnd Floor Binns Darlington
- St Teresas Hospice The Woodlands, Woodland Road, Darlington
- Starbucks Unit 2 Queen Street Darlington
- Sunflower Café 11 Bucktons Yard, Darlington
- The Bridge Inn The Green Stapleton
- W Alderson Butchers 319 Woodland Road, Darlington

Children

- Adventure Point Morton Park, Darlington
- Bedale CofE Primary Firby Road, Bedale, North Yorkshire, DL8 2AT
- Big Kids Little Kids 172 Northgate Darlington
- Borough Road Nursery Borough Road Darlington
- Busy Bees Newton Lane, Darlington
- Cockerton Primary School Newton Lane, Darlington
- Corporation Road School Corporation Road, Darlington
- Danesmoor House Nursery 158 Carmel Road North, Darlington
- Darlington College Childrens Centre Central Park Haughton Road
- Eastbourne Playgroup 70 Yarm Road Darlington

- Education Village- Beaumont Salters lane South, Darlington
- FirthMoor Priamary School Ingleby Moor Crescent Darlington
- Flora House Nursery 180 Coniscliffe Road, Darlington
- George Dent Nursery Elms Road, Darlington
- Gurney Pease Primary Dodsworth Street, Darlington
- Heighington Primary Hopelands Heighington Village Newton Aycliffe
- Highcliffe Primary School Hutton Lane Guisborough
- Heathfield Primary The Broadway, Darlington
- Hurworth Primary School Westfield Drive Hurworth
- Kiddies Corner 66 Cleveland Avenue, Darlington
- Kings Church Prospect Place, Whessoe Road, Darlington
- Maidendale Playgroup Burnside Road Darlington
- Mount Pleasant Primary Newton Lane, Darlington
- Mowden School Conyers Avenue, Darlington, DL3 9DE
- Northwood Primary School Pendleton Road South, Darlington
- Reid Street Primary Reid Street, Darlington
- Secret Garden Day Nursery 50 Haughton Green, Darlington
- Sedgefield Primary School Rectory Row Darlington
- Serendipity Pre-school Willow Road, Darlington
- Skerne Park Primary The Colridge Centre, Darlington
- St Aidan's Academy Hundens Lane Darlington
- St Johns CofE Primary Fenby Avenue, Darlington
- St Marks Playgroup North Road, Darlington

- Sure Start Centre McNay Street, Darlington
- Tiny Turners Nursery Brinkburn Road, Darlington
- West Park Academy Alderman Leach Drive, Darlington
- Whinfield Primary School Augusta Close, Darlington
- William House Nursery The old presbytery, Barton Street, Darlington

Elderly

- Abbeyfield Ashcroft Road Darlington
- Barchester Care Home l'Anson Street, Darlington
- Darlington Borough council Life Stages services, Harewood House, Darlington
- Darlington Manor Care Home 70 Falmer Road Darlington
- Eden Cottage Care Home 37 Cobden Street Darlington
- Grosvenor Park Care Home Burnside Road Darlington
- Hundens Park Care Home Hundens Lane, Darlington
- Lawns Care Home Risdale Street Darlington
- St Williams Care Home Cornwall Ave, Darlington
- Wilton House Nursing Home Wilton Close, Darlington

Animals

- Butterwick Hydrotherapy Canine Butterwick South farm, Sedgfield
- Grange Vets Victoria Road, Darlington
- K9 Pursuits Whitworth Avenue, Newton Aycliffe
- Ketton Hall Boarding Kennels Ketton Farm, Darlington
- Middleton Riding Centre Sadberge Road Middleton St George
- Pet Pals 62 Campion Road, Darlington

- Stanhope Vets Stanhope Road, Darlington
- Top Dog grooming 6 Whessoe Road, Darlington
- The Unicorn Centre Stainton Way, Hemlington, Middlesbrough, TS8 9LX
- Value Pets 289 Yarm Road, Darlington
- Value Pets Unit 2A Cobblers Hall Newton Aycliffe

Farming/ Gardening / Horticulture

- Sam Turners Piercebridge, Darlington
- Gary's Gardening Services 65 Whitby Way, Darlington, DL3 9SN

Engineering

- 3M's Heighington Lane Aycliffe
- Cummins Yarm Road Darlington
- AMEC Lingfield Point Darlington
- Atkins Dunedin House Columbia Drive Stockton
- Billingham George and Partners Waterloo House, Teasdale South, Stockton
- Magnet Yarm Road Business Park, Darlington
- Nifco Uk Ltd Durham Lane, Eaglescliffe TS16 OPS
- Permoid Industries Horndale Avenue Newton Aycliffe
- Engineering
- Darchem Engineering Stillington – Stockton
- Mech-Tool Engineering Albert Hill Darlington
- CA Group Evenwood
- SWDT Durham Way Aycliffe
- Deep Ocean Coniscliffe Rd Darlington

- Darlington Motor Factors (automotive) North Road - Darlington

Construction

- Bussey and Armstrong 147 Brinkburn Road, Darlington
- Darlington Borough Council Vicarage Road, Darlington
- Fletcher Joinery 261 Whesshoe Road, Darlington, DL3 0YL
- RLE properties LTD Burn Holme Farm, Barnard Castle, Co Durham DL12 8UT
- North Yorkshire Timber Supplies - Whessoe Road - Darlington
- Shepherd Construction
- Persimon Homes

Garage

- The Auto Centre Neasham Road, Darlington
- Bishop Auckland College Woodhouse Lane Bishop Auckland
- DMFX LTD160 North Road, Darlington, DL1 2EJ
- Gregg Little Test Centre 6 Leaside, Aycliffe Industrial Estate, Newton Aycliffe
- Fair Deal Motors 18 Yarm Road Darlington
- JDM Motors Unit 8, Riverview Industrial Estate, Darlington, DL1 2UH
- Kwik Fit McMullen Road, Darlington
- North Park Motor Company 394 Whessoe Road Darlington
- Sherwoods Chestnut Street, Darlington
- Skip Bridge garage Hurworth Moor, Darlington
- SNC Vehicle Services Unit 2 Barton Street, Darlington
- Spraytech (Northeast) LTD 14-16 Perch Road, Darlington, DL3 9SN
- Stapletons Tyre Services Etel House Avenue One Warrands Way Middlesbrough

- Tees Valley Mitsubishi McMullen Road, Darlington
- TMT Vehicle Bodies Ltd Henson Road, Yarm Road Business Park
- Whitfield M-O-T Testing Centre Ridsdale Street Darlington

Practical

- AEL Alarms 31 Lingfield Point, Darlington
- L.C.B Services 9 Hexham Way, Darlington
- Magnet Kitchens Allington Way, Darlington, DL1 4XT
- S Russel Electrical Srusselelectrical@hotmail.co.uk
- Gas Services Industrial 5 Jesmond Road, Darlington

Other

- ATOS Grd Flr Equinox House Faverdale
- Bondgate IT Newham House, Dudley Road, Darlington
- Cleveland Terrace Dental 8 Cleveland Tce Darlington
- Cooper Leatherbarrow Optical 10 Duke Street Darlington
- Darlington Library Crown street, Darlington
- Durham University Library Stockton Road, Durham
- Head of Steam North Road Station Darlington
- Groundwork North East 123 Victoria Road, Darlington
- Turtle Beach Europe LTD 15 Lingfield Point, Darlington
- Navigator Productions LTD UNit L4, Temple Court, Stroud, Kent, ME2 2LS
- Oakstone Design Unit 2 Morton Trade Park, Darlington
- QE 6th Form Music/ Arts/ Media/ IT Vane Terrace Darlington
- Radio Teasdale Enterprise House, Barnard Castle

- Rockcliffe Hall Hotel Hurworth Darlington
- Sty.com Ltd Simply Thankyou Richmond Court Morton Park, Darlington
- Teeside Autodrome South Bank Middlesbrough
- The Forum Music Centre Borough Road Darlington
- Walworth Castle Walworth Rd, Darlington, County Durham DL2 2LY

Sport

- Blackwell Grange Hotel Blackwell Grange, Darlington
- Born To Dance 163 Northgate, Darlington
- Darlington Boxing and Martial Arts Northern Echo Arena, Neasham Road, Darlington
- Darlington Golf Club Haughton Grange, Darlington
- Dolphin Centre Horsemarket, Darlington
- Eastbourne Sports Complex Bourne Avenue Darlington
- Evolution Martial Arts Unit 1 Banks House Banks Road Darlington
- First Step To Fitness 176 Victoria Road Darlington
- Paul Gough Physio 25 Raby Road, Hartlepool
- Football Crazy/ Sporting Chance 26 West Crescent, Darlington, DL3 7PR
- Richmondshire Leisure Trust Station Road, Richmond North Yorkshire
- Risedale Sports and Community College Hipswell Catterick Garrison, North Yorkshire
- Rock It Climbing 14 Edinburgh Drive
- The Fitness Centre 102 Bondgate, Darlington
- Martin Gray Football Academy Skeringham Manor, Barmpton Lane, Darlington
- MCF Foundation Riverside Stadium

- Outdoor Ambition 17 Charnwood Drive, Darlington, DL3 0EG
- The Total Soccer Centre The Total Soccer Centre(based at Abby& Mowden School)
- Tiffany School Of Dance 63 Branksome Terrace, Darlington
- UK Masters (NE) LTD 2 Banburugh Place Darlington

Forces

- Royal Air Force RAF Leeming Training Cell
- Army Outreach: Residential Email: ARTD-RG-Outreachadmin@mod.uk
Phone: 01980 835782, 01980 835783 or 01980 835784
- Army 5 Medical Regiment, HM forces, Gaza Barracks, Catterick Garrison, DL9 4AU