

# WORK EXPERIENCE CERTIFICATE

This certificate confirms that

**Name:** \_\_\_\_\_

**School** \_\_\_\_\_

has completed Work Experience at:

\_\_\_\_\_

between \_\_\_\_\_ and \_\_\_\_\_

## PERSONAL SKILLS

**Reliability:**

- Reliable and able to take responsibility
- Reliable when supervised
- Needs supervision on a regular basis

**Attitude:**

- Conscientious and willing to learn
- Completed tasks and showed interest
- Shows little interest/ makes little effort

**Presentation:**

- Dresses appropriately and is well presented
- Dresses appropriately
- Not appropriately dressed

**Team Working:**

- Helpful, willing to learn and offer suggestions
- Co-operative and respectful
- Prefers to work alone; reluctant to participate

**Attendance and Punctuality:**

- Good
- Acceptable
- Room for improvement

**Any other comments**

\_\_\_\_\_  
\_\_\_\_\_

Student's signature ..... Date .....

Employer's signature ..... Position .....