

## My Career Insights (Morrisby)

School Information for Visiting Contractors	
School Name:	
School Address:	
Bell-Times: (Start of day / Recess / Lunch / End of day)	
Arrival time, location (campus name if multiple) and any relevant sign in procedures:	
Staff contact meeting consultants on arrival (Name):	
Staff contact overseeing interviews each day (Name, position/role, phone/mobile, email):	
Parking Advice (if needed):	
Staff room, canteen availability for lunch, tea, coffee:	
Guest WiFi available: Yes/No	
Do you have parents or support staff attending the interviews: Yes/No	
School wellbeing contact (name/email/phone):	
School IT support contact (name/email/phone):	
Do you have any restrictions on the number of consultants attending per day due to available space etc?	

**Other Notes:**