

Work Experience Application Form



Privacy Notice: Council deals with personal information in accordance with law, including the *Information Privacy Act 2009*.

This form is to be completed when applying for work experience or unpaid placement with Rockhampton Regional Council. Applications must be submitted no later than four weeks prior to the placement date selected. Refer to the Work Experience Procedure and Factsheet for further information.

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Applicant Details

Applicant name:

Date of birth:

Preferred contact number:

Institution Details (applicants must be enrolled with an educational institution or job network agency to apply for work experience at Council)

Type of institution: Secondary school Tertiary institution Job network

Institution name:

Postal address:

Contact person:

Position:

Contact number:

Email:

Placement Details

Dates of placement: _____ Or number of hours required: _____

Career of interest:

Council work area of interest:

Medical Information

Please list any pre-existing medical conditions that may impact on your work experience placement:

Supporting Documentation

Please note, the applicant may be required to provide the following (if relevant for chosen placement):

- White card (construction)
- First aid/CPR
- Steel cap boots
- Sun safe clothing
- Immunisation record

OFFICE USE ONLY

Date received:

Application approved: Y / N

Approving officer:

FACT SHEET

Work Experience

Work experience is a perfect way to sample all the career options out there or to gain experience in the career of your choice. It's a way of exploring different jobs without actually committing to anything. You can dip your toe in the water without taking the full plunge.

Who can Apply

- Applicants from a registered/recognised educational institution (high school) who are at least 14 years of age.
- Tertiary/higher education students required to complete unpaid mandatory and/or assessable hours.
- Participants in an employment program (including work-for-the-dole participants, disability placement or other unpaid work placement applicants).

Applicants must be engaged with an organisation or institution that offers personal insurance and public liability which will cover the applicant for duration of their placement. Evidence of this must be provided before the placement can commence. Record of immunisations may be required in some instances.

How to Apply

- Secondary students must have their school complete and submit the Work Experience Application Form.
- Those registered with employment agencies can choose to complete the Work Experience Application Form themselves, or have their agency representative complete and submit.
- All other applicants may complete the Work Experience Application Form and submit as individuals.

Applications must be received no later than four weeks prior to the requested placement.

Restrictions on Placement

Approval will not be given for work experience applications for the following areas:

- Areas that pose high risk of personal injury or illness occurring; or
- Areas where there is a special licensing requirement to perform the work, a special accreditation is required to gain entry to the work site (e.g. construction white card), or specific personal protective equipment (PPE) is required to work on the worksite (e.g. steel cap boots), unless the applicant already has their own license, accreditation and/or PPE.

Placement for secondary students must not be for a period greater than 30 days in one calendar year, as per the requirements of the Department of Education, Training and Employment's approved work experience scheme.

Notification of Approval

If a work experience placement is approved, Council's Workforce and Governance section will contact the student/student's educational institution or employment service provider to request a signed copy of the work experience agreement.