



CARRATHOOL SHIRE COUNCIL

Work Experience Application

Thank you for applying for work experience with Carrathool Shire Council. Council's work experience program gives high school and tertiary students the opportunity to gain practical on the job experience in a diverse organisation.

Important Note: Prior to Carrathool Shire Council considering your request for work experience, proof of Public Liability cover must be produced. If you are required to complete work experience as part of your course of study of schooling, your college or school will have the appropriate Public Liability coverage. Proof of this is to be attached to this form. Individuals not participating in college or school programs can apply for Public Liability coverage with insurance companies. Proof of this is to be supplied with your application.

Section 1 – Student Details

Name:

Address:

Year (eg 10)..... Year of Birth:

School Program is: Work Experience HSC VET Work Placement
 Other Please specify

Please provide details of any injury, medical condition, allergy, medications or other information the employer should know about.

Contact Number Home:

Contact Number Mobile:

Email Address:

.....

Emergency Contact Name:

Emergency Contact Number:

Section 2 – Education Institution Details

Name of Institution:

Address:

Website:

Institutions Contact Number:

Email:

Section 3 – Desired Area for Work Experience

Type of Work Experience desired and preferred area:

Preferred dates for work experience:

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Section 4 – Parent/ Caregiver Permission

Is student under 18 years of age No Yes (*Parent/caregiver permission is required*)

I consent to: (*Student Name*)

participating in work experience at Carrathool Shire Council.

...../...../.....
 (Parent/Caregiver Signature) Date

Section 4A – Student Declaration

- I will perform my duties during the placement to the best of my ability; support work health and safety in the workplace and comply with all reasonable directions of the host employers and their employees.
- I will inform both the host employer and the teacher in charge as soon as possible if I am unable to attend the workplace and will inform my supervisor promptly of any injury, accident or incident that may occur.
- If I have access during the placement to information, which is private or confidential, I will not convey to any person outside the host employer’s workplace knowledge or information of this kind.
- I acknowledge that work experience is voluntary and I am not entitled to any form of remuneration from Carrathool Shire Council.
- I understand and accept that Carrathool Shire Council has the right to terminate my work experience placement at any time.

...../...../.....
 (Student Signature) Date

Please return this form to Council’s HR/WHS Coordinator by:

Mail PO Box 12 Goolgowi NSW 2652

Email council@carrathool.nsw.gov.au, or

Hand deliver Council’s Goolgowi Office located at 9-11 Cobram Street, Goolgowi or Hillston District Office located at 139-145 High Street, Hillston.

Please direct all enquiries to the above email address or 6965 1900.

Please Note

The approval of Work Experience is subject to the availability, time constraints and work loads of Council staff in the requested area. Every effort will be made to accommodate students seeking work experience, however often the demand on Council to provide work experience is such that it may be necessary to reject some applications. Please approach the Human Resources/WHS/Risk Coordinator in the first instance, rather than contacting any Department directly, as we need to ensure the approval process is followed.

Privacy Statement

Information provided is strictly confidential, will be stored on your personnel file, for access only by the General Manager, your Director, Human Resources Coordinator or Payroll Officer in the performance of their duties.

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