



APPLICATION FORM

STRUCTURED WORK PLACEMENT WORK EXPERIENCE

Please bring this application form to your VET Coordinator to apply for structured work placement and work experience

Please attach the following if necessary:

- Current résumé and cover letter (if requesting placement with a five star hotel)
- Copy of "Blue Card (required for site access for construction including work experience)

Student Details:

School Name:		Current Year Level:	
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Name			
Address	Street:		
	Suburb:	Post Code:	
Home Phone		Mobile	
D.O.B.		Age	
Gender			

Number by preference your area of interest for a structured work placement or work experience

Construction –e.g. Carpentry/Building	Furnishing –e.g. Upholstery, Cabinet making	Real Estate	Hospitality- e.g. Kitchen, Food service	Childcare
IT-Computers	Mechanic/Automotive	Health	Business-Office	Horticulture
Hairdressing	Retail	Other		

Please list three (3) positions and businesses where you would prefer to be placed. (If you have a contact name of someone who is willing to take you for a placement, please give details).

Business Name	Contact name	Phone number

Which suburbs of the Gold Coast are most accessible for a placement?

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Please select your preferred release dates and week day most suitable:

Start Date	/ /200	Finish Date	/ /200
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Preferred day:	Total Number of days:
Please circle:	1 day per week 5 day block

Do you have any commitments that may have an effect on your placement? (e.g: Casual Work)

<i>Subjects studied</i>		
1.	2.	3.
4.	5.	6.

<i>Are you OP eligible? (Please circle)</i>	Yes	No
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<i>Explain your long term career goals</i>

<i>Do you identify with any of the following categories?</i>	<i>(Please circle)</i>	
Culturally and linguistically diverse background	Yes	No
Aboriginal/ Australian South Sea Islander/ Torres Strait Islander	Yes	No
At Risk of Year 12 Non-Completion	Yes	No
Disabilities	Yes	No
Other:		

Emergency Contact Details:

<i>Parent/guardian name</i>		
<i>Relationship</i>		
<i>Emergency phones</i>	<i>Home:</i>	<i>Mobile:</i>

Office Use Only:

Teacher Reference:

Teacher comments regarding student's suitability for a Structured Work Placement or Work Experience

Teacher Name: _____ Signature: _____

VET subject linked to placement (inc. Cert Level)	
Category 1 <input type="checkbox"/>	AQF Qualification:
Category 2 <input type="checkbox"/>	School Subject studied:

Employer Details:

(If placement is confirmed, please fill out details below for subsidy claim)

Business Name		Contact Name:			
Business Address					
Ph No					
Suburb		State		Postcode	

* Information regarding category 1 and 2 can be found in the MOU between SCISCO and School or by contacting bridget@scisco.org.au

** Please note that any claim for payment subsidy must be accompanied with this form for each student.

Please complete and sign the attached Code of Conduct

Requests for placements must be submitted to SCISCO four (4) weeks prior to commencement of your Vocational Placement

STUDENT AGREEMENT AND CODE OF CONDUCT FOR VOCATIONAL PLACEMENT

1. I agree to complete the application for Vocational Placement accurately and promptly.
2. I understand that should I decline an offer for vocational placement, I risk being placed at the bottom of the list of applicants.
3. I recognize that it is a privilege to gain workplace training and that I have a responsibility to both my employer and my school. I shall treat the vocational placement as a serious part of my education.
4. I agree to show courtesy and respect to those with whom I work and any member of the public with whom I come in contact.
5. I agree to present myself well and dress appropriately for the work involved in the placement, especially in meeting any dress code or wearing safety items.
6. I agree to meet the highest standards in good manners, integrity and honesty.
7. I agree to follow employment protocols in terms of absence due to illness or bereavement. If I need to be absent I shall notify my work place supervisor and my school at least two hours prior to my commencement time.
8. I acknowledge that while SCISCO will make every effort to arrange a placement for my first preference, it may be difficult to find an employer in this industry area therefore second and third preferences will be used. Once placements are confirmed in writing, cancellations and amendments are not possible unless special circumstances apply.

SCISCO Career Pathways acknowledges and respects the privacy of individuals.

We acknowledge the information you have provided us is “*Personal Information*” as defined by the *Privacy Amendment (Private Sector) Act 2000*.

This information is being collected for the purposes of processing your work placement.

The intended recipients of this information may be one or more of the following:

- Schools: To obtain confirmation that students are eligible to participate in work placement
- Employers: Who may be interested in providing work experience and structured work placements
- Employers: Who may be interested in offering an Apprenticeship or Traineeship

Providing us with your personal information is voluntary. However, if insufficient information is provided, SCISCO Career Pathways may be unable to process your application or enquiry.

The personal information you have provided will be kept on file whilst you are enrolled at school. The details of Year 12 students will be kept until 31 December of the following year to assist SCISCO in their Destination Survey and any other reporting requirements.

You have the right to access and alter your personal information in accordance with the Privacy Act.

Please direct any enquiries regarding the handling of your personal information to the Manager of SCISCO.

I, _____, certify that the details I have provided are true and correct.

I understand that the provision/distribution of relevant personal information is voluntary, however is necessary in order for me to participate in the program.

I understand that this form must accompany any written correspondence related to my personal information.

Student Signature: _____ Date: / / 2009

Parent/guardian Agreement:

I agree that the placement request is appropriate for my child and is suitably located for transport to the locations indicated.

Parent/guardian signature: _____ Date: / / 2009



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