Work Experience Application Package

Shire of Boddington

Shire of
BODDINGTON

PLACEMENT CONDITIONS

All work experience placements are unpaid and students can only be placed when, or if, the opportunity in their area of interest arises. To apply for the Shire's work experience program, you are required to read and complete the following application pack and provide all documents included in the submission guidelines.

Information below details the requirements for a placement in the areas of Administration (office-based) roles, Ranger and Outside roles, and Community Development.

SUBMITTING YOUR APPLICATION

These guidelines have been developed to assist you in preparing your application for work experience with the Shire of Boddington. Candidates must meet the criteria outlined in our placement conditions in order to be considered for a placement with the Shire. Your application should include the following documentation:

Application Form	Please read and fully complete the application within this pack.
Insurance	All work experience placements will only be supported if the education or training provider you are studying at will provide insurance for the period of your placement. Please ensure a copy of the Certificate of Currency is included as part of your application.
Qualifications and References	You may attach photocopies of relevant qualifications, certificates, references, etc. to your application if you wish to do so. Please do not send original documents.
Working with Children Check	Any placements at the Youth Centre, Library and Community Development require students to provide a Working with Children Check (WWCC) or evidence of having applied for one. This does not apply to applicants under the age of 18. Working with Children Checks will be at the applicant's expense.
National Police Clearance Check	All placements at the Shire require students to provide a National Police Clearance (NPC) or evidence of having applied for one. This does not apply to applicants under the age of 18. NPC will be at the applicant's expense; however, students can apply for a 'Volunteer National Police Certificate', at a reduced fee.

WORK EXPERIENCE APPLICATION FORM

To undertake work experience at the Shire of Boddington, please complete this application form. We usually require a minimum of four weeks to arrange your work experience placement from the date of this application (including proof of insurance) is received.

STUDENT DETAILS	
Student name	
Address	
Post code	
Telephone number	
Email address	
Date of birth	

Do you identify with any of the following?		
Aboriginal or Torres Strait Islander	Yes ☐	No ☐
Person with a disability or impairment	Yes ☐	No ☐
If yes, please advise if special requirements, modifications or additional support may be needed for the work placement area	Yes ☐	No ☐

STUDENT EMERGENCY CONTACT	
Contact Name	
Nature of Relationship	
Phone Number	

EDUCATION PROVIDER			
Are you Currently Studying?	High School ☐	TAFE ☐	University ☐
Education provider name			
Year/Level			
Course Title			
Work Experience coordinator name			
Work Experience Coordinator Contact Information	Email	Telephone	

AREAS OF INTEREST/PLACEMENT DETAILS

Please Specify your area of interest within the Shire of Boddington

☐ Admin	☐ Governance	☐ Finance	☐ Human Resources
☐ Marketing	☐ Library & Tourism	☐ Youth	☐ Comm. Development
☐ Ranger	☐ Executive Assistance	☐ Parks & Gardens	☐ Roads & Construction

Other – Please Specify

AVAILABILITY

Start date	
End date	
How do long do you require the placement? (number of hours or days)	
Days for placement	

STUDENT DECLARATION

I certify that my answers to each of the above questions is true and this information is correct.
I understand that any misinterpretation of facts in this application could be cause for instant termination of the work experience agreement if my application is accepted by the Shire of Boddington.

Name	
Signature	