

Work Experience Application

Please read the following thoroughly and complete this application in **BLOCK LETTERS** and tick or fill in boxes where applicable. If a question does not apply, please indicate 'n/a'

Section 1 - Application Information

Applicant Name			
Address			
Contact Phone	B	H	M
Email Address			

Section 2 – Emergency Contact Information

Full Name			
Relationship			
Contact Phone	B	H	M

I am requesting work experience through an Educational Institution and the details are as follows:

Career Advisor Name					
Contact Phone	B	M			
Email					
Educational Institution					
Address					
Level	<input type="checkbox"/> Year 10	<input type="checkbox"/> Year 11	<input type="checkbox"/> Year 12	<input type="checkbox"/> TAFE	<input type="checkbox"/> University
	<input type="checkbox"/> Other				
Attachments	<input type="checkbox"/> School Report	<input type="checkbox"/> Transcript	<input type="checkbox"/> Additional learning requirements		

Correspondence: Chief Executive Officer, Whitsunday Regional Council, PO Box 104, Proserpine, QLD 4800
 P: 1300 WRC QLD (1300 972 753) F: (07) 4945 0222 E: info@whitsundayrc.qld.gov.au www.whitsundayrc.qld.gov.au

Section 3 – Work Experience Request Dates

Requested Start Option 1		Requested Start Option 2	
Requested Finish Option 1		Requested Finish Option 2	
I am available during these hours	Start		Finish

Section 4 – Type and Area of Work Experience

Please select only from the areas of work experience listed

Please see end of this form for outline of the areas in which Council offers opportunities for work experience.

Why do you wish to gain work experience in this area?

What type of career are you interested in?

Section 5 - Attachments

I have attached the relevant Insurance Papers which cover me whilst I am undertaking work experience

I have attached my Resume (if applicable)

Please read the following and sign

I agree to Whitsunday Regional Council's Code of Conduct for Employees and all other related policies such as Equal Employment Opportunity and Occupational Health and Safety.

I will approach my work experience opportunity with integrity, professionalism and enthusiasm, and will apply my skills and knowledge towards the successful completion of all activities / tasks asked of me. No information available or received by me will be conveyed to any other person.

I will be punctual and adhere to hours negotiated. If the situation occurs that I am unable to attend, I will notify my immediate Supervisor, Team Leader, Coordinator or Manager within one (1) hour of normal commencement times advising of my absence.

Contact must be made personally by telephone or in person by either the work experience student or an immediate family or household member.

I acknowledge that work experience is voluntary and that I am not entitled to any form of remuneration from Whitsunday Regional Council.

I understand and accept that Whitsunday Regional Council has the right to terminate my work experience placement at any time.

Work Experience Student		Signature		Date	
Parent / Guardian		Signature		Date	
Institution Representative		Signature		Date	

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Cnr Herbert & Powell Streets
Bowen QLD 4805

Proserpine
83-85 Main Street
Proserpine QLD 4800

Collinsville
Cnr Stanley & Conway Streets
Collinsville QLD 4804

Cannonvale
Shop 23, Whitsunday Plaza
Shute Harbour Road, Cannonvale QLD 4802

Section 6 – Information for Work Experience Applicants

Whitsunday Regional Council offers students the opportunity to develop relevant work experience and gain vocational skills that complement their education or their skill base.

The approval of work experience is subject to availability, time constraints and work loads of Council staff in the requested area. 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 decline some applications.

Please approach Council's Human Resources team, as we need to ensure the approval process is followed.



The following table outlines the Council groups who may be available for work experience – it is important that students only choose from the areas outlined.

Please forward your completed forms and supporting documents to:

Human Resources

 info@whitsundayrc.qld.gov.au

Whitsunday Regional Council
PO Box 104
Proserpine Qld 4800

 07 4761 3687
 07 4761 3673
 07 4945 0222

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Outline of Council Areas Available for Work Experience

Office of the Mayor & CEO	Economic & Business Development
Areas available	Areas available
<ul style="list-style-type: none"> Administration Communications Workplace Health & Safety 	<ul style="list-style-type: none"> Water & Sewerage Waste & Recycling
Corporate Services	Infrastructure Services
Areas available	Areas available
<ul style="list-style-type: none"> Governance Information Technology Records Management Finance Rating Purchasing Stores Fleet Asset Management Facilities 	<ul style="list-style-type: none"> Disaster Management Parks & Gardens Roads & Drainage Workshops Transport Planning & Assets Civil Design & Engineering
Community Services	Development Services
Areas available	Areas available
<ul style="list-style-type: none"> Community Development Libraries Customer Service 	<ul style="list-style-type: none"> Development Assessment Strategic Planning Building & Plumbing Inspections Health & Environment

Privacy & Personal Information Protection Notice

Purpose of collection	To enable Council to contact the applicant / educational institute regarding work experience.
Intended Recipients	Council Staff.
Supply	Voluntary, a consequence of non-provision is that work experience may not be approved.
Access / Correction	Requests for access / correction of information under the Information Privacy Act 2009, please contact the Council's Governance team.
Storage	This form will be placed on a relevant file and/ or will be saved within Council's Information Management database when the request has been processed and the enquiry completed.
Retention Period	Council will retain your personal information for a period that is in accordance with the Public Records Act 2002.

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