



Lake Macquarie
City Council

WORK EXPERIENCE

Lake Macquarie City Council provides unpaid work experience for people undertaking educational training at school, TAFE, or university.

The number of work experience placements available with Council depends on the ability of the work area to provide effective on the job experience at a time suitable to both the department and the student.

If Council receives more work experience requests than can be placed, preference is given to schools and institutions within the Lake Macquarie area and to students residing in Lake Macquarie.

If you are interested in undertaking work experience with Council please complete this application form and email your request to the Human Resources at **workexperience@lakemac.nsw.gov.au**

In this form you must ensure you include the following information:

- Your contact details including your address and telephone number (during business hours)
- The type of work experience you are looking for
- Start and finish dates for the work experience period
- The name of your school/college/university and a contact name and telephone number at the establishment (if appropriate)
- Proof of public liability coverage (this is the student's responsibility and can be obtained from the appropriate institution)

Tertiary Students

Council also provides limited unpaid placements during the summer vacation period from December through to March, to tertiary students who are required to undertake a placement as part of their course. The student must provide proof of public liability coverage. Please also include a copy of your Resume.

Placements are advertised on the Councils website and where appropriate other websites, e.g: University of Newcastle.

Induction Process

All work experience participants must undertake an induction on their first day of work. The induction aims to inform people of their workplace health and safety requirements.

Further Information

Please refer to Lake Macquarie City Council's Work Experience and Volunteer Workers Internal Policy and Procedure or contact the Human Resources department on **4921 0333** or email **workexperience@lakemac.nsw.gov.au**

WORK EXPERIENCE APPLICATION FORM



Thankyou for applying for work experience with Lake Macquarie City Council.

STUDENT DETAILS

Full name (including middle):

Address:

Suburb: State: Postcode:

Phone number (home): Phone number (mobile):

Date of birth: Email address:

Placement type:

- High School Work Experience
- High School Career Observation (Please confirm your current school year e.g 10):
- HSC Vet Work Placement (please confirm course):
- University (Please confirm course):
- UNISS (Please confirm course):
- Other (Please specify):

Please note that if you are applying for placement as a high school student, or as part of completion of a HSC VET Course, you are required to submit a copy of your Student Placement Record with this application form.

Is this placement a compulsory course requirement? Yes No

Have you previously completed a work experience placement, or have worked for LMCC:

No Yes, please specify:

Do you have, or have you had, any medical, including physical condition, injury or psychiatric condition which may affect your capacity to carry out the requirements of the work experience placement, or if by carrying out the placement your medical condition or health could be adversely affected?

No Yes, please specify:

EDUCATIONAL INSTITUTION DETAILS

Name of institution:

Contact person name and position:

Phone number: Email address:

Address:

Suburb: State: Postcode:

EMERGENCY CONTACT DETAILS

Name: Relationship:

Phone number:

Address:

DESIRED AREA FOR WORK EXPERIENCE

Placement length (specify time and hours per day, including how many days/hours):

Course requirement to be filled by placement:

Goals to be achieved by placement:

PARENT/CAREGIVER PERMISSION

Are you under 18: Yes No

If yes, please attach

- a copy of your Student Placement Record. This form will be completed and returned to you for completion by your school. A copy of the completed form must be submitted on your first day.
- a parent caregiver permission note, including any details of medical conditions that may affect safety during placement

STUDENT DECLARATION

I will perform my duties during the placement to the best of my ability; support work health and safety and professional behaviour in the workplace and comply with all reasonable directions of the Council and its employees.

I will inform my Council supervisor and education institute as soon as possible if I am unable to attend the workplace and will inform of injury, accident, incident or near miss that may occur.

If I have access during the placement to information, which is private and confidential, I will not convey to any person outside the Council's workplace knowledge or information of this kind.

I understand that I may be required to complete the following pre-placement checks: pre placement medical/pre placement examination health questionnaire, working with children check and/or fitness & swim testing.

I understand that I will be required to complete Lake Macquarie City Council's induction before I can commence my placement.

Students Signature:

Date: