



WORK EXPERIENCE APPLICATION FORM

GENERAL DETAILS

Full Name:

Address:

Town/Village:

Postcode:

Email:

Phone:

Mobile:

EMERGENCY CONTACT

Full Name:

Relationship to Student:

Phone:

Mobile:

I am requesting Work Experience through an educational institution and the details are as follows:

Career Advisor's Name:

Contact Number:

Mobile:

Email:

Educational Institution:

Address:

Year 10

Year 11

Year 12

TAFE

University

Other – please specify

WORK EXPERIENCE DATES REQUESTED

Option 1 Start Date:

Option 1 Finish Date:

Option 2 Start Date:

Option 2 Finish Date:

Type and area of Work
Experience (including town):

Please see reverse of this form for an outline of the areas in which Council considers applications for Work Experience. Please select only from the areas listed.

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



I have attached a copy of the relevant insurance papers which cover me whilst I am undertaking work experience at Upper Hunter Shire Council

I have attached my resume (if applicable)

Please read the following and sign

I agree to abide by Upper Hunter Shire Council's Code of Conduct and all other related policies such as Equal Employment Opportunity and Work Health and Safety.

I will approach my work experience opportunity with integrity, professionalism and enthusiasm and apply my skills and knowledge toward 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 a situation occurs that I am unable to attend, I will notify my supervisor as soon as possible.

I acknowledge that my work experience is voluntary and that I am not entitled to any form of remuneration from Upper Hunter Shire Council.

I understand and accept that Upper Hunter Shire Council has the right to terminate my work experience placement at any time.

Name:

Signature:

Date:

Please forward your completed application form to:

Human Resource Assistant
Upper Hunter Shire Council
PO Box 208
SCONE NSW 2337

Email: council@upperhunter.nsw.gov.au

Ph: 02 6540 1120

Street Address: 135 Liverpool Street, Scone

Fax: 02 6545 2670

Information for Work Experience Applicants

Upper Hunter Shire Council offers students the opportunity to develop relevant work experience and vocational skills that complement their education or skill base. The approval of work experience is subject to availability, time constraints and work loads of Council staff in the area requested. Every effort will be made to accommodate students seeking work experience, however due to some high demand times it may be necessary to decline some applications.

The table below sets out the areas of Council in which work experience placements may be available. Please ensure you choose only from this list.

CORPORATE SERVICES:	Administration – <i>Merriwa, Murrurundi, Scone</i> Information Technology – <i>Scone only</i> Revenue and Rates – <i>Scone and Merriwa</i> Accounts Payable/Payroll – <i>Scone only</i> Human Resources/WH&S – <i>Scone only</i> Child Care: Early Learning Centre – <i>Scone only</i> Community Services – <i>Scone only</i> Tourism – <i>Scone and Merriwa</i> Aged Care – <i>Merriwa only</i> Stores – <i>Scone and Merriwa</i>	TECHNICAL SERVICES:	Civil Engineering – <i>Scone and Merriwa</i> Design and Surveying – <i>Scone only</i> GIS/Mapping – <i>Scone only</i> Workshop – Mechanics – <i>Scone and Merriwa</i> Construction Carpentry – <i>Scone only</i> Parks and Gardens – <i>Scone and Merriwa</i>
ENVIRONMENTAL SERVICES:	Planning and Development – <i>Scone only</i> Health & Building – <i>Scone only</i>		

PRIVACY STATEMENT

The personal information that Council is collecting from you is personal information for the purposes of the Privacy and Personal Information Protection Act 1998. The intended recipients of the personal information are officers within Council; data service providers engaged by Council from time to time; any other agent of Council. The supply of the information is voluntary. If you cannot provide or do not wish to provide the information sought, Council will be unable to process your application. You may make application for access or amendment to information held by Council. You may also make a request that Council suppresses your personal information from a public register. Council will consider any such application in accordance with the Act. Council is the agency that holds the information. Enquiries concerning this matter can be addressed to the Public/Privacy Officer.