

**APPLICATION FOR INCLUSION  
IN WORK EXPERIENCE PROGRAM**  
**Tuesday 5 April – Friday 8 April 2016**

NAME: \_\_\_\_\_ HR: \_\_\_\_\_

Residential address: \_\_\_\_\_

Parent/Guardian name: \_\_\_\_\_ Phone: \_\_\_\_\_

In order of preference, state four (4) job choices of occupation **NOT LOCATIONS** (e.g. Mechanic, Hairdresser, Teacher):

*(Do not request the following positions as we are unable to place students in these areas:*

*Police, Fire Department, Ambulance Service, Army, Navy, Airforce, Air Hostess,  
Electrical, Social Work, Psychology, Tattooing, Nursing or Physiotherapy.*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Do you anticipate having any difficulty in arranging transport to your work experience location if within the Latrobe/Devonport district?

YES  NO

Are there any health problems which might influence your placement?

**REMINDER:**

**DO NOT CONTACT  
EMPLOYERS**

**Due to the Resource Centre :**  
**FRIDAY 19 FEBRUARY DEADLINE!**

**You will not be reminded!**

*If your form is not returned by then, you will  
**NOT** be permitted to participate in Work Experience*

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# APPLICATION FOR INCLUSION IN WORK EXPERIENCE PROGRAM

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NAME: \_\_\_\_\_ HR: \_\_\_\_\_

## **WORK EXPERIENCE INFORMATION for parents and students**

The school is bound by the Work Experience regulations as set by the Education Department which states:

All work experience placements **must** be made only by the school.

**PARENTS AND STUDENTS ARE NOT TO CONTACT EMPLOYERS.**

- *The primary purpose of work experience is not to prepare students for a specific job, but to introduce them to the work environment.*
- *Placements are made based on preferences expressed by students, and in discussion with*
- *students.*
- *The placement of the students is to be approved by the Education Department.*

Be aware that placing over one hundred (100) Grade 10 students with that number of employers is a huge undertaking. Although every effort is made, placement in some areas is difficult. Naturally not all employers can take students on the designated week. Those students will need to attend work experience on another week because that is when the employer can best accommodate them. Some students will, by necessity, have to accept their second, third or fourth choice or even make a whole new choice.

With this understanding, we respectfully ask parents and students to sign the following understanding:

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I understand that I am required to nominate four choices of Work Experience occupation as I may not obtain my first choice. ***I agree not to contact an employer. I agree to accept the placement offered to me/my child in good faith.***

STUDENT SIGNATURE: \_\_\_\_\_

PARENT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

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