

# Work Placement Application Form

Thank you for considering the City of Greater Geraldton in your endeavor to obtain a Work Placement. Please complete this form, collate your supporting documents and return to the City via email, post or hand delivery.

## Your Personal Details (applicants details)

Surname: \_\_\_\_\_ Given Names: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Mobile Number: \_\_\_\_\_  
 Address: \_\_\_\_\_ Email: \_\_\_\_\_

## External Provider Details (the details of the school, university, institution or organisation who supports the applicant)

Name of School/Institution: \_\_\_\_\_  
 Contact Name at School/Institution: \_\_\_\_\_ PH: \_\_\_\_\_  
 Contact Email of School/Institution: \_\_\_\_\_  
 Please tick: Year:  10 |  11 |  12      University:  Yr.1 |  Yr. 2 |  Yr. 3 |  Yr. 4  
 TAFE: \_\_\_\_\_ Other: \_\_\_\_\_

## Placement Details (what do you want to do?)

Area of interest: \_\_\_\_\_  
 \_\_\_\_\_  
 Type of work placement:  Work Experience |  Return to Work |  Community Service |  Other  
 Details of Other: \_\_\_\_\_  
 Are you seeking: (please tick)  Block Placement       \_\_\_\_\_ day(s) per week over \_\_\_\_\_ weeks  
 \_\_\_\_\_ hours       Other: \_\_\_\_\_  
 Preferred work placement days:  Monday |  Tuesday |  Wednesday |  Thursday |  Friday  
 Preferred commencement date: \_\_\_\_/\_\_\_\_/\_\_\_\_      Expected finish date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Emergency Contact Details (for the applicant)

Contact name: \_\_\_\_\_ Contact number: \_\_\_\_\_  
 Relationship to the applicant: \_\_\_\_\_

### Additional Details (about the applicant)

To assist in assessing opportunities for your placement in the appropriate type of work, please indicate whether you have a physical or mental disability or injury likely to affect your performance, which could reoccur or be aggravated by the type of work placement that you are applying for:

No      Yes

Type of disability/injury? \_\_\_\_\_

If yes, please indicate:      Any special requirements? \_\_\_\_\_

Is any medication required? \_\_\_\_\_

### Supporting Documents (must be received prior to the applicants placement)

- Insurance Documents:      A copy of your school, university, institution or organisation's insurance certificate of currency must be provided at the time of submitting your Application in order for the City of Greater Geraldton to assess that the appropriate level of cover will be provided for you for the duration of your placement.
- Letter of Approval      Your school, university, institution or organisation will need to provide the City of Greater Geraldton a letter to confirm their approval of you carrying out a work placement on our premise.
- Current Resume      The City of Greater Geraldton requires you to submit a current resume with your Application.
- Course Enrolment      If you are a university or TAFE student, you must provide your current course enrolment details with your Application.

### Submitting Your Application (where to send your form and supporting documents)

Please send your completed Application and supporting documents to:

Email:      council@cgg.wa.gov.au

Post:      PO Box 101, Geraldton WA 6531

63 Cathedral Avenue, Geraldton

Hand Deliver:      Corner of Thomas and Padbury Street, Mullewa

**Please allow up to 10 working days for your Application to be processed.**