



TRIM Reference: _____

WORK EXPERIENCE APPLICATION

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

YOUR PERSONAL DETAILS *Applicant's Details*

Surname: _____ Given Names: _____

Date of Birth: _____ Mobile Number: _____

Address: _____

Name of School/Institution: _____

Contact Person: _____

Phone Number: _____

Email Address: _____

Please Select: Year: University:

TAFE: _____ Other: _____

PLACEMENT DETAILS *What you want to do*

Area of Interest: _____

Type of Work Experience: Work Experience Return to Work Community Service OtherAre you seeking: Block Placement _____ day(s) per week over _____ weeks

_____ Hours Other: _____

Preferred Work Experience Days: Monday Tuesday Wednesday Thursday Friday

Preferred Commencement Date: _____

Expected Finish Date: _____

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 experience that you are applying for:

Yes No *please select*

If YES, please indicate: Type of Disability/Injury? _____
Any Special Requirements? _____
Is any Medication required? _____

EMERGENCY CONTACT DETAILS

Contact Name: _____
Contact Number: _____

SUPPORTING DOCUMENTS *Must be received prior to the Applicant's placement*

Insurance Documents Once a placement has been accepted you must provide a copy of your school, university, institution or organisation's insurance certificate of currency to assure the City of Greater Geraldton that you are covered for the duration of the 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 work experience 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 to the City of Greater Geraldton.

SUBMITTING YOUR APPLICATION *Where to send your form and supporting documents*

Please send your completed form and supporting documents to:

Email: council@cgg.wa.gov.au
Post: PO Box 101, GERALDTON WA 6531
Fax: 9956 6674
Hand Deliver: 63 Cathedral Avenue, Geraldton or
 Corner of Thomas and Padbury Streets, Mullewa