

PERSONAL DETAILS									
Surname					Given Names				
Postal Address									
Suburb					State		Postcode		
Home Phone					Mobile Phone				
Email									
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Date of Birth	<input type="text"/> / <input type="text"/> / <input type="text"/>	Age				
High School	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Current Grade in High School	<input type="checkbox"/> 10	<input type="checkbox"/> 11	<input type="checkbox"/> 12			
University/Tafe	<input type="checkbox"/> Yes	<input type="checkbox"/> No							
University/Vocational Educational Students What qualification are you currently studying									
Do you have any physical or medical limitations or are you on any medication or under any course of treatment which might limit your ability to perform certain types of activities?							<input type="checkbox"/> Yes*	<input type="checkbox"/> No	
*If yes, please describe									
EMERGENCY CONTACT DETAILS									
Relationship to you (e.g. parent, guardian, partner etc)									
Surname					Given Names				
Home Phone					Work Phone				
Mobile					Email				
SCHOOL/EDUCATIONAL INSTITUTION INFORMATION									
Co-ordinator's Name					Email				
Phone					Mobile				
Name of School/Educational Institution (Uni/Tafe)									
Postal Address									
Suburb					State		Postcode		

WORK EXPERIENCE PLACEMENT REQUEST DETAILS					
Area of Interest					
Dates of Placement*	From	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	To	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
*NB You will need to start on a Tuesday at a full council induction					
Days available	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday
How many days/hours do you require to meet course requirements (e.g. 100hrs, 5 days etc)					
What would you like to learn/cover during your work experience?					
Where did you hear about Ipswich City Council's Work Experience Program?					
<input type="checkbox"/> School/University	<input type="checkbox"/> Guidance Officer	<input type="checkbox"/> Family	<input type="checkbox"/> Friends	<input type="checkbox"/> Other (please specify below)	
Student's Signature				Date	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
WORK EXPERIENCE PLACEMENT REQUEST DETAILS					
<p>Students are required to complete this form, and send it to us at least four weeks before the desired work experience timeframe. Ipswich City Council's staffing resources are such that we need time to plan ahead to ensure a meaningful work experience placement for you.</p> <p>While every effort is made to accommodate requests, we cannot guarantee acceptance due to the popularity of the program and operational requirements. Places are limited and interest is high, so early applications are most likely to succeed in gaining a place in your chosen field. We urge all students, in consultation with their teachers, lecturers, peers and parents, to think carefully about the type of work experience that they would like to undertake within Ipswich City Council.</p> <p>The People and Culture Branch will advise in writing as soon as an outcome has been determined.</p> <p>For further enquiries, please contact the People and Culture Branch on (07) 3810 6048</p>					
HOW TO APPLY					
1. Complete the Work Experience Application Form 2. Attach a current resumé					
LODGEMENT Please lodge your completed application form to:					
Post			Email		
People and Culture Branch Ipswich City Council PO Box 191 IPSWICH QLD 4305			WorkExperience@ipswich.qld.gov.au		

Ipswich City Council is collecting your personal information in accordance with Council's Local Laws and/or relevant legislations so that we can manage a variety of processes concerning the processing of this application. We will not disclose your personal information outside of Council unless we are required by law or you have given your consent. However, in order to perform the above functions, we may need to disclose your personal information to the Chief Executive Officer who may in turn make this information available to others in accordance with the Act or as required by law.