

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"/>	To	<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"/>																			

WORK EXPERIENCE PLACEMENT REQUEST DETAILS

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.

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.

The People and Culture Branch will advise in writing as soon as an outcome has been determined.

For further enquiries, please contact the People and Culture Branch on (07) 3810 6048

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.