

## Application to complete Work Experience

Dear Mrs. Balderston

Date:     /     /

**Name:** \_\_\_\_\_ **Year:** \_\_\_\_\_ **Mentor Group:** \_\_\_\_\_

I have a genuine desire to find out about a career as a \_\_\_\_\_

After I leave school at the end of Year \_\_\_\_\_ I plan to \_\_\_\_\_

My parent/guardian knows of, and supports, my wish to do work experience **Yes | No** (cross one out)

I have found an employer who is willing for me to do work experience in this area **Yes | No** (cross one out)

The employer is \_\_\_\_\_ Contact Name: \_\_\_\_\_

My preferred dates to do work experience (eg Term and Week OR dates in holidays in order of preference) are:

1. \_\_\_\_\_ OR 2. \_\_\_\_\_

My reason for doing work experience is (please tick):

- |                                                                                                     |                                     |
|-----------------------------------------------------------------------------------------------------|-------------------------------------|
| <input type="checkbox"/> trial for full time                                                        | <input type="checkbox"/> employment |
| <input type="checkbox"/> apprenticeship                                                             | <input type="checkbox"/> SBAT       |
| <input type="checkbox"/> TVET                                                                       | <input type="checkbox"/> TVET       |
| <input type="checkbox"/> enhance university application for medicine, vet and communication courses |                                     |
| <input type="checkbox"/> other reason:                                                              |                                     |

### Timing of work experience (please tick to acknowledge)

- ☐ I know the timing has to suit the school, the employer and myself.
- ☐ I know all the completed forms must be handed in during the week **before** work experience is due to commence and that this may take time to complete.
- ☐ I know that copies of the documentation booklet signed by all parties must be completed and copies made for all parties before work experience begins

### Working on a Construction/Building Site with any trade based employer (please either tick to acknowledge)

- ☐ I know that I need to complete the Construction Induction White Card course before I do work experience involving going onto a construction/building site.
- ☐ I have completed the Construction Induction White Card course **in person (not online)**

### MyWorkExperience Ready For Work Experience Certification (required for Year 9 & 10, desired for Year 11 & 12)

- ☐ I know I am required to do this if I am in Year 9 or 10 before starting work experience.

### Working with Animals - if applicable please tick to acknowledge

- ☐ I know that work experience involving animals must be approved by the Catholic Education Commission of NSW prior to work experience and involves additional paperwork and time. Working with large animals is generally not approved. Tetanus immunisation is recommended.

### Working with Children- if applicable please tick to acknowledge

- ☐ I know that work experience involving children involves additional paperwork.

### Additional Needs- if applicable please tick to acknowledge

- ☐ I receive assistance from the MCC Student Support Team.

**Is out of town accommodation required? YES | NO? Please cross one out** If yes, this involves additional paperwork.

Yours sincerely, \_\_\_\_\_ (name) Year \_\_\_\_\_ Mentor Group \_\_\_\_\_

Permission **IS / IS NOT** granted to the student to pursue work experience as per the request for a period of up to one week and to commence after the completion of necessary organisation and paperwork.

Mrs. Raelee Balderston, Careers/VET Support Officer \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_