

# WORK EXPERIENCE APPLICATION



Please read the following thoroughly, and fill out all sections where required

First Name: \_\_\_\_\_  
Last Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_  
Phone: \_\_\_\_\_

## EMERGENCY CONTACT

First Name: \_\_\_\_\_  
Last Name: \_\_\_\_\_  
Relationship with Student: \_\_\_\_\_  
Contact Phone: \_\_\_\_\_ (AH) \_\_\_\_\_ (BH)



I am requesting Work Experience through an educational institution and the details are as follows:

Careers Advisor's Name: \_\_\_\_\_  
Contact Number: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Educational Institution: \_\_\_\_\_  
Address: \_\_\_\_\_  
Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

## WORK EXPERIENCE REQUEST DATES

Requested Work Experience Start Date: \_\_\_\_\_

Requested Work Experience End Date: \_\_\_\_\_

Type of Work Experience\*:  
\_\_\_\_\_

Why do you wish to gain work experience in the work area?  
\_\_\_\_\_

*\*Please see attached form for outline of Council's Areas, which offer opportunities of Work Experience. Please select only from areas of work experience listed.*



I have attached the relevant Insurance papers which cover me whilst I am undertaking work experience at Maitland City Council.

## WORK EXPERIENCE APPLICATION

Maitland City Council offers students the opportunity to develop relevant work experience and gain vocational skills that complement their education or their skill base.

### PLEASE READ THE FOLLOWING AND SIGN

I agree to Maitland City Council's Employee Code of Conduct and all other related policies such as Equal Employment Opportunity and Occupational Health and Safety.

I will approach my work experience opportunity with integrity, professionalism and enthusiasm, and will apply my skills and knowledge towards the successful completion of all activities/tasks asked of me. No confidential information received by me will be conveyed to any other person.

I will be punctual and adhere to hours negotiated. If the situation occurs that I am unable to attend, I will notify my supervisor as soon as possible

I acknowledge that work experience is voluntary and that I am not entitled to any form of remuneration from Maitland City Council.

I understand and accept that Maitland City Council has the right to terminate my work experience placement at any time.

First Name: _____	Last Name: _____
Signature _____	Date _____

Please forward this application form to

<b>Kirsty McDonnell/Jane Reich</b> Human Resources Assistant Maitland City Council 285-287 High Street PO Box 220 MAITLAND NSW 2320	Phone (02) 49 349 760 Fax (02) 49 348 316 recruitment@maitland.nsw.gov.au
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### PLEASE NOTE

The approval of Work Experience is subject to the availability, time constraints and work loads of Council staff in the requested area. Effort will be made to accommodate students seeking work experience, however often the demand on Council to provide work experience is such that it may be necessary to reject some applications. Please approach the Human Resources Division in the first instance, rather than contacting any Department directly, as we need to ensure the approval process is followed.

It would be highly advisable for Educational Institutions to ensure their allocated Work Experience dates do not coincide with other Schools as this severely limits Council ability to offer more opportunities to any one School. As there are only limited places available, school careers advisers should vet applicants in order to ensure that only students genuinely interested in a specific area of Council are nominated.

## INFORMATION FOR WORK EXPERIENCE APPLICANTS

This information had been designed for students who are considering applying to Maitland City Council for Work Experience. It briefly outlines the major Council Groups and their functions. It is important that a student lists on their application an area of Work Experience, which is outlined on this form. However the availability of the any area of Council to offer Work Experience is subject to work load and time constraints at any one time.

### **FINANCE & ADMINISTRATION**

This group has a primarily internal customer focus. This group provides the finance and business leadership essential for the operation of the organisation.

#### *Functions of Business Group*

- Revenue and Expenditure
- Information Technology
- Administration
- Accounting Services

### **SERVICE PLANNING & REGULATION**

This group is one of the two business groups which are external customer providers. This group is responsible for land use planning, environmental planning and leading overall corporate planning.

#### *Functions of Business Group*

- Asset & Infrastructure Planning
- Community & Recreation Services
- Development & Environment
- Strategic Planning
- Customer Service
- Art Gallery
- Libraries

### **CITY WORKS & SERVICES**

This group is the other business group with primarily an external customer focus. This group provides the day to day construction and maintenance services associated with Council's assets.

#### *Functions of Business Group*

- Civil Maintenance
- Civil Construction
- Recreation Services
- Waste Services
- Fleet & Depot Operations
- Projects & Emergency Services

### **HUMAN RESOURCES**

This Division is an internal service provider.

#### *Functions of Business Group*

- Recruitment & Selection
- Training & Development
- OH&S
- Payroll

### **ECONOMIC DEVELOPMENT & MARKETING**

This Division is involved in economic development, marketing and public relations

#### *Functions of Business Group*

- Marketing
- Tourism