

## Maitland City Council WORK EXPERIENCE APPLICATION



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

First Name:	Last Name:
Address:	Postcode:
Email:	
Phone:	Mobile:

### Emergency Contact

First Name:	Last Name:
Relationship to student:	
Phone: (AH)	(BH)

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

Career Advisor's Name:		
Contact Number:	Mobile:	
Email:		
Educational Institution:		
Address:	Suburb:	Postcode
<input type="checkbox"/> Year 10 <input type="checkbox"/> Year 11 <input type="checkbox"/> Year 12 <input type="checkbox"/> TAFE <input type="checkbox"/> University <input type="checkbox"/> Other - please state		

### Work Experience request dates

Requested start date option 1:	Requested start date option 2:
Requested finish date option 1:	Requested finish date option 2:

**Or**  I am available any suitable time:

Type and area of Work Experience:

Please see reverse of this form for outline of the areas in which Council offers opportunities for work experience.  
Please select **only from areas of work experience listed**.

Why do you wish to gain work experience in this area?

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

### 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 information available or 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.

Name	Signature	Date
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Please forward this application form to:

<b>Mia Gillett/Jane Reich</b> Human Resources Assistant recruitment@maitland.nsw.gov.au	Maitland City Council 285-287 High Street PO Box 220 MAITLAND NSW 2320	Phone (02) 49 349 760 Fax (02) 49 348 316
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## Information for Work Experience Applicants

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

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 decline 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 that their allocated work experience dates do not coincide with other Schools as this severely limits Council's work experience placements. 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.

This information has been designed for students who are considering applying to Maitland City Council for Work Experience. The table below outlines the Council Groups who may be available for work experience — it is important that students only chose from the areas outlined.

<b>OUTLINE OF COUNCIL AREAS AVAILABLE FOR WORK EXPERIENCE</b>	
<p><b>Finance &amp; Administration</b> This group has both an internal and external customer focus and provides the finance and business leadership essential for the operation of the organisation along with economic development, marketing and public relations.</p> <p><b>Areas available:</b></p> <ul style="list-style-type: none"> <li>• Revenue and Expenditure</li> <li>• Information Technology</li> <li>• Administration</li> <li>• Accounting Services</li> <li>• Marketing</li> <li>• Tourism</li> <li>• City Centre</li> <li>• Customer Service</li> </ul>	<p><b>Service Planning &amp; Regulation</b> This group is an external customer provider and is responsible for land use planning, environmental planning and community planning.</p> <p><b>Areas available:</b></p> <ul style="list-style-type: none"> <li>• Community &amp; Recreation Services</li> <li>• Development &amp; Environment</li> <li>• Strategic Planning</li> <li>• Art Gallery</li> <li>• Libraries</li> </ul> <p><b>Asset &amp; Infrastructure Planning</b> This group is an external customer provider and is responsible for asset management, flood management, survey design, traffic management, road safety, development engineering, capital works and civil maintenance.</p> <p><b>Areas available:</b></p> <ul style="list-style-type: none"> <li>• Civil and Road Design</li> <li>• Civil Engineering</li> <li>• Civil Construction Surveying</li> <li>• Road Asset Inspection</li> </ul>
<p><b>Human Resources</b> This Division is an internal service provider.</p> <p><b>Areas available:</b></p> <ul style="list-style-type: none"> <li>• Recruitment &amp; Selection</li> <li>• Training &amp; Development</li> <li>• OH&amp;S</li> <li>• Payroll</li> </ul>	

### PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE

Purpose of collection: To enable Council to contact the applicant/educational institution regarding work experience.

Intended recipients: Council staff and is publicly available under the Government Information Public Access Act 2009.

Supply: Voluntary, a consequence of non provision is that work experience may not be organised.

Access / Correction: Requests for access / correction of information under the Government Information (Public Access) Act or Privacy & Personal Information Protection Act 1998, contact the Council's Public Access Coordinator.

Storage: This form will be placed on a relevant file and/or will be saved on Council's main records management database when the request has been processed and the enquiry is completed.

Retention Period: Council will retain your personal information for a period that is in accordance with the State Records General Disposal Act 10 (GDA10)