

Work Experience Application

We offer high school, TAFE and university students the opportunity to undertake unpaid work experience placements at Council across a diverse range of careers and work locations. Participants will receive on the job experience, support and guidance to help develop their vocational skills.

ELIGIBILITY:

To be eligible you must be either:

- An enrolled secondary school student who is at least 15 years old; or
- a student undertaking training with a registered training organisation (i.e. TAFE); or
- a university student (if work experience is a mandatory requirement to complete the relevant course).

Students must be registered with a recognised school, tertiary institution or referral agency that covers them for personal insurance and public liability.

DURATION:

Work experience is usually available for a one to two week period. Duration and location will be dependent on the capacity of the work area. The program is voluntary and there will be no payment exchanged for undertaking a placement.

Although we try our best to accommodate all requests for work experience, we can't always guarantee acceptance due to a range of operational requirements.

HOW TO APPLY:

You will need to apply at least four weeks prior to your intended work experience placement. To apply, complete the attached Work Experience Application Form and return it to hrtraining@maitland.nsw.gov.au

If you have any questions, please email our Human Resources team on hrtraining@maitland.nsw.gov.au

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

DETAILS

Name				
Address				
Email				
Phone				
Mobile				
Date of birth	If you are aged between 10-14 years, Council requires parental/guardian permission and supervision. If you are between 15-18 years, Council only requires parental/guardian permission.			
Outline of any medical issues				
Education level (if applicable)	<input type="checkbox"/> Year 10	<input type="checkbox"/> Year 11	<input type="checkbox"/> Year 12	<input type="checkbox"/> TAFE <input type="checkbox"/> University
	Other – please state: _____			

EMERGENCY CONTACT

Name	
Relationship to work experience applicant	
Best contact number	

PARENT/GUARDIAN CONSENT (IF APPLICABLE)

Name			
Contact number			
Address			
Email			
Signature		Date	

WORK EXPERIENCE REQUEST DETAILS

Start date option 1		End date option 1	
Start date option 2		End date option 2	

Alternatively

I am available any suitable time.

I am available during these days/times _____

Type and area of work experience:	Please see the areas in which Council offers opportunities for work experience at the end of this document.
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Why do you wish to gain work experience in this area?

What type of career are you interested in?	
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I am requesting Work Experience through an educational institution and the details are as follows:

INSTITUTION DETAILS

Career advisor's name

Contact number

Email

Educational institution

Address

APPLICATION CHECKLIST

- I have attached the relevant Insurance papers which cover me whilst I am undertaking work experience at Maitland City Council
- I have attached proof of my identification
- I have attached my resume (if applicable)

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 Work 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

Please forward your completed application form to:

People & Performance

hrtraining@maitland.nsw.gov.au

Maitland City Council

263 High Street, Maitland PO Box
220, Maitland NSW 2320

t 02 4934 9700



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 Group 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.

Outline of Council Areas

FINANCE & DIGITAL SERVICES

These groups have both an internal and external customer focus and provide the finance, IT and business leadership essential for the operation of the organisation.

Areas available:

- Revenue and Expenditure
- Information Technology
- Procurement and Accounting Services
- Payroll
- Rates
- Customer Service and Information Management

CITY PLANNING

This group has an external customer focus and is responsible for land use planning, environmental planning and community planning as well as tourism.

Areas available:

- Environment Management & Sustainability
- Strategic Planning
- Town Planning and Development Assessment
- Health & Building Surveying
- Tourism and Visitor Economy

CITY SERVICES

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 as well community services and events.

Areas available:

- Civil and Road Design
- Civil Engineering
- Civil Construction Surveying
- Road Asset Inspection
- Parks and Recreation Maintenance
- Project Delivery and Architectural Design
- Mechanical Services
- Libraries
- Art Gallery
- Aquatics
- Community & Recreation Services
- Events and Major Venues

PEOPLE & PERFORMANCE

Areas available:

- Recruitment
- Talent Development
- Enterprise Risk, Health & Safety
- Organisational Development
- Communications, Marketing & Engagement
- Corporate Planning & Engagement
- Legal Services



PRIVACY AND 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 and 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).

