

**WORK EXPERIENCE APPLICATION**

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

<b>NAME</b>	
<b>ADDRESS</b>	
<b>EMAIL</b>	
<b>PHONE</b>	
<b>MOBILE</b>	
<b>DATE OF BIRTH</b>	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.
<b>OUTLINE OF ANY MEDICAL ISSUES</b>	
<b>EDUCATION LEVEL (IF APPLICABLE)</b>	<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**

<b>NAME</b>	
<b>RELATIONSHIP TO WORK EXPERIENCE APPLICANT</b>	
<b>BEST CONTACT NUMBER</b>	

## PARENT/GUARDIAN CONSENT (IF APPLICABLE)

NAME	
CONTACT NUMBER	
ADDRESS	
EMAIL	
SIGNATURE	DATE:

## WORK EXPERIENCE REQUEST DATES:

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.....

<b>TYPE AND AREA OF WORK EXPERIENCE:</b>	Please see the areas in which Council offers opportunities for work experience at the end of this document.
<b>WHY DO YOU WISH TO GAIN WORK EXPERIENCE IN THIS AREA?</b>	
<b>WHAT TYPE OF CAREER ARE YOU INTERESTED IN?</b>	



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

<b>CAREER ADVISOR'S NAME</b>	
<b>CONTACT NUMBER</b>	
<b>EMAIL</b>	
<b>EDUCATIONAL INSTITUTION</b>	
<b>ADDRESS</b>	

## 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:

Workplace Culture & Safety hrtraining@maitland.nsw.gov.au	Maitland City Council 285-287 High Street, Maitland PO Box 220, Maitland NSW 2320	t 02 4934 9700
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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 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**

### **STRATEGY, PERFORMANCE AND BUSINESS SYSTEMS**

This group has both an internal and external customer focus.

Areas:

- Corporate and Performance Reporting
- Integrated Planning & Reporting
- Productivity & Continuous Improvement
- Strategic Community Planning
- Strategic Project Coordination
- Rates
- Payroll
- Corporate Governance

### **PLANNING, ENVIRONMENT AND LIFESTYLE**

This group has an external customer focus.

Areas:

- Strategic Planning
- City Planning
- Recreation Facilities Planning
- Community Facilities Planning
- Section 94 Planning
- Development & Building
- Environmental Management
- City Heritage
- Waste Management
- Floodplain Management
- Traffic Management



## **CULTURE, COMMUNITY AND RECREATION**

This group focuses on both internal and external customers.

Areas:

- Community Facilities Management
- Recreation Facilities Management
- Major Venues Management
- Library Services
- Maitland Regional Art Gallery
- Aquatics
- Community & Recreation Planning
- Community Support Services

## **INFRASTRUCTURE AND WORKS**

This group is an external customer provider.

Areas:

- Asset Management
- Capital Works Program
- Major Projects (scoping & procurement)
- Capital Works Construction & Maintenance
- Parks & Recreation Maintenance
- Community Building & Maintenance
- Survey & Design
- Traffic and Transport Planning
- Mechanical Services, Plant & Depot
- Development/Subdivision Engineering
- Emergency Management



## **WORKPLACE CULTURE & SAFETY**

This group is an internal service provider.

Areas:

- Recruitment and Retention
- Training and Development
- Work, Health and Safety
- Employee Relations & Engagement
- Industrial Relations
- Injury Management
- Workforce Planning
- Career Development
- Workers Compensation
- Health & Wellbeing

## **VIBRANT CITY**

This group focuses on both internal and external customers.

Areas:

- Marketing
- City and Visitor Economy
- Communication (External & Internal)
- Customer Experience
- Community Engagement
- Media
- Events
- Place Activation

## **DIGITAL TRANSFORMATION**

- IT



## 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).

