



# 2022 - YEAR 9 WORKPLACE EXPERIENCES APPLICATION FORM

**Privacy Statement**

EQIP Gladstone Incorporated (EQIP) is collecting the information on this form in accordance with the *Information Privacy Act 2009 (Qld)* in order to arrange a work experience placement and administer the service. The information will only be accessed by authorised employees within EQIP, the principal and teachers at the students enrolled school, and the designated work experience supervisor. Your information will not be given to any other person or agency unless you have given us permission or we are required by law to do so. This information may be used by EQIP to monitor work experience placements to determine areas for improvement in our services.

<b>STUDENT INFORMATION</b>						<i>*If this form is not COMPLETED clearly and legibly the form will be returned to school</i>					
<b>Student Name:</b>											
<b>Student Address:</b> Suburb:						<b>School:</b>					
<b>Student Email School:</b> <b>Student Email Personal:</b>						<b>Student Phone #:</b>					
<b>Date of Birth:</b> Age:				<b>Gender:</b>		<input type="checkbox"/> M <input type="checkbox"/> F		<b>Yr / Grade:</b>		<b>Class:</b>	
<b>What areas are you able to attend? (More options selected gives greater placement availability)</b>		<input type="checkbox"/> Gladstone <input type="checkbox"/> Yarwun <input type="checkbox"/> Boyne/Tannum <input type="checkbox"/> Calliope <input type="checkbox"/> Mount Larcom <input type="checkbox"/> Other: _____		<b>Do you have an Industry White Card?</b> <i>Required for all Trade &amp; Industry roles</i> <input type="checkbox"/> YES <input type="checkbox"/> NO <b>White Card Number:</b> _____				<b>Do you identify as Aboriginal and or Torres Strait Islander?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO			

<b>PARENT/GUARDIAN DETAILS (Emergency contact)</b>											
<b>Parent/Guardian Name:</b>						<b>Relationship to student:</b>					
<b>Home Phone / Mobile:</b>				<b>Email:</b>							
Please select up to 3 different <b>CAREERS</b> that interest you. For example: Teaching, Reception and Automotive. Please ensure that these are different areas of interest - NOT different organisations in the same career. <b>NOTE</b> – These are preferences only.								<i>On a scale of 1-10 with 1 being the lowest and 10 being the highest, how interested are you in this vocation (Please Circle)</i>			
<b>1</b>								1 2 3 4 5 6 7 8 9 10			
<b>2.</b>								1 2 3 4 5 6 7 8 9 10			
<b>3.</b>								1 2 3 4 5 6 7 8 9 10			
<b>2021 School Holiday Dates</b>											
Block 1: 6th April – 9th April			Block 3: 28 <sup>th</sup> June – 2 <sup>nd</sup> July			Block 5: 20 <sup>th</sup> Sept – 24 <sup>th</sup> Sept			Block 7: 29 <sup>th</sup> Nov – 3 <sup>rd</sup> Dec		
Block 2: 12 <sup>th</sup> April – 16 <sup>th</sup> April			Block 4: 5 <sup>th</sup> July – 9 <sup>th</sup> July			Block 6: 27 <sup>th</sup> Sept – 1 <sup>st</sup> Oct			Block 8: 6 <sup>th</sup> Dec – 10 <sup>th</sup> Dec		
Term 4 – Week 10 (Please speak with your school coordinator for advice & permissions to attend in this week)											

<b>GRADE 9 WORK EXPERIENCE</b>
Work experience for grade 9 students is designed to give students an appreciation of the workforce and provide, for many, what will be their first opportunity to gain real world experience in an authentic work environment. Grade 9 Work Experience is not intended to give students an indication of a specific vocation/career. Students will be placed in workplaces where they can develop foundation employability skills which may include but not be limited to customer service, cash handling, communication, safety and workplace expectations. Every care will be taken to find a placement that suits the students interests, but please note that preferences are only considered and are not guaranteed. <i>Placement will be between 3 and 5 days and may include short shifts.</i>

<b>INTERESTS &amp; GOALS</b>	
<b>What do you want to do after school?</b>	
<b>What personal/work skills can you bring to a work place?</b>	
<b>What skills are you hoping to gain from this experience?</b>	

**PLEASE TICK AREAS OF INTEREST BELOW:**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Answering Phones | <input type="checkbox"/> Indoors              | <input type="checkbox"/> Working with Animals  |
| <input type="checkbox"/> Cash Handling    | <input type="checkbox"/> Office Based         | <input type="checkbox"/> Working with Children |
| <input type="checkbox"/> Creativity       | <input type="checkbox"/> Outdoors             | <input type="checkbox"/> Working with Machines |
| <input type="checkbox"/> Customer Service | <input type="checkbox"/> Physical/Hands       | <input type="checkbox"/> Working with People   |
| <input type="checkbox"/> Fast Paced       | <input type="checkbox"/> Problem Solving      | <input type="checkbox"/> Working Alone         |
| <input type="checkbox"/> Food/Hospitality | <input type="checkbox"/> Quiet/Calm           | <input type="checkbox"/> Writing               |
| <input type="checkbox"/> Lots of People   | <input type="checkbox"/> Reading              |  |
| <input type="checkbox"/> Loud/Busy        | <input type="checkbox"/> Team Based           |  |
| <input type="checkbox"/> Numbers/Math     | <input type="checkbox"/> Technology/Computers | Other: _____                                   |

**PLEASE TICK INDUSTRIES YOU MAY BE INTERESTED IN:**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Arts                 | <input type="checkbox"/> Government             | <input type="checkbox"/> Retail/Customer Service |
| <input type="checkbox"/> Business/Law/Finance | <input type="checkbox"/> Hair/Beauty            | <input type="checkbox"/> Science                 |
| <input type="checkbox"/> Engineering          | <input type="checkbox"/> Health/Social Services | <input type="checkbox"/> Trade                   |
| <input type="checkbox"/> Environmental        | <input type="checkbox"/> Hospitality            | Other: _____                                     |

Companies where you would be interested in going to: \_\_\_\_\_  
 Note: Industry positions are NOT available for Year 9.

Companies you do not want to attend: \_\_\_\_\_

If you have organised a self-placement, please complete an additional self-placement letter signed by the host employer.

I have organised a self-placement with \_\_\_\_\_ and attached the signed confirmation.

**MEDICAL CONDITIONS**

Do you have **any medical conditions**, pre-existing injuries, medications, allergies or additional support requirements that your placement provider should know about? (for example: hearing impairment, anxiety, anaphylaxis). **If so, please advise below.** EQIP do not have access to school records to obtain this information.

- |   |   |
|---|---|
| <input type="checkbox"/> <b>Nervous Disorder</b> (Phobia, Anxiety, Depression, OCD)   | <input type="checkbox"/> <b>Epilepsy, Fits or Seizures</b>                        |
| <input type="checkbox"/> <b>Neurological Disorder</b> (ADHD, Tourettes)               | <input type="checkbox"/> <b>Diabetes</b>  |
| <input type="checkbox"/> <b>Autism Spectrum Disorder</b> (Autism, Aspergers, PDD)     | <input type="checkbox"/> <b>Learning Difficulties</b> (reading/writing/dyslexia)  |
| <input type="checkbox"/> <b>Asthma</b> (include Asthma Plan if applicable)            | <input type="checkbox"/> <b>Physical Injuries / recent illness or operations</b>  |
| <input type="checkbox"/> <b>Allergies / Drug Reactions</b> (Do you carry an epi-pen?) | <input type="checkbox"/> <b>Sight Impairment</b> (glasses required, colour blind) |

Other / more detail on above: \_\_\_\_\_  
 \_\_\_\_\_

**APPLICATION ACKNOWLEDGEMENT**

- In order for EQIP to find a suitable host employer and administer the service, applications must be submitted at least six (6) weeks prior to the proposed placement date. Late fees may apply. Flexibility will be given in some circumstances.
- It is acknowledged that EQIP will organise a work experience placement for the student and that EQIP will do its best to secure a placement in line with the student's preferences, however this cannot be guaranteed.
- Sourcing a suitable host employer is dependent upon many factors, including availability of the occupation and/or sufficient work in the area of interest in the local region to accommodate the work experience participant.
- It is the student and parent/guardian's responsibility to organise transport to and from the work experience host employer's site.
- EQIP needs to be made aware of any special needs or circumstances that need to be taken into consideration when finding a suitable work experience placement for the student. Contact the EQIP office on 07 4976 6129 to discuss if required.
- By signing this form all parties confirm that they have read and understood the obligations and the accuracy of the information provided on this form.
- This form is an Application Form only, and insurances are not covered until the Work Experience Contracts are signed by all parties and returned to the school prior to the placement commencing.

<b>Student Signature:</b>		<b>Date:</b>	
<b>Parent/Guardian Signature:</b>		<b>Date:</b>	
<b>Principal's Signature:</b> <i>If other nominated school representative signs, provide name:</i>		<b>Date:</b>	