



2022 WORK EXPERIENCE APPLICATION FORM (Grades 10-12)

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.

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

PARENT/GUARDIAN DETAILS (Emergency contact)						
Parent/Guardian Name:				Relationship to student:		
Home Phone / Mobile:			Email:			
WORK EXPERIENCE REQUEST						
Please select up to 3 different VOCATIONS that interest you. For example: Teaching, Reception and Automotive. Please ensure that these are different areas of interest - NOT different organisations in the same vocation. NOTE – These are preferences only. You do not need to list all 3.				Self-Placements <i>If you have organised your own placement please attach a Host Confirmation Letter fully completed and signed by the authorised workplace supervisor.</i> <i>(Not accepted for Ergon, GPC, NRG or Rio)</i> <input type="checkbox"/> I have organised a Self-Placement and attached the signed confirmation		
1						
2.						
3.						
2021 School Holiday Dates						
Block 1: 6th April – 9th April		Block 3: 28th June – 2nd July		Block 5: 20th Sept – 24th Sept		
Block 2: 12th April – 16th April		Block 4: 5th July – 9th July		Block 6: 27th Sept – 1st Oct		
				Block 7: 29th Nov – 3rd Dec		
				Block 8: 6th Dec – 10th Dec		
In School Term – Speak to your school coordinator for advice & permissions for mid-term work experience						

INTERESTS & GOALS	
What do you want to do after school?	
Are you currently completing any certificates or completed any certificates? Please list:	
What subjects are you currently taking at school? Please list:	

Companies you would be interested in attending:	
Companies you <u>do not</u> want to go to:	

AVAILABLE LOCAL VOCATIONS

Accountant Assistant	Customer Service /	Hospitality	Photographer	YR 11/12 STUDENTS ONLY
Administration/HR	Retail	- Waiter / Waitress	*Plumber	Architect/Draftsman (Min 1 year CAD)
Automotive Mechanical	- Food	- Chef / Kitchen Hand	Refrigeration Mechanic	Dental Assistant
- Small Motors	- Clothing	- Bar Attendant (RSA	*Sheet Metal Worker	*Industrial/Domestic Electrician
- Marine Mechanic	- Other (Please Specify)	<i>required)</i>	Surveyor	Engineer (Maths B compulsory)
- Auto Air-Conditioning	*Diesel Fitter	- Barista	Teacher Primary	<i>Chemical/Civil/Mechanical - Specify</i>
*Boiler Maker	Disability Care	- Baker	Schooling (School Term Only)	Graphic Designer/Marketing
*Builder/Carpenter	*Fitter & Turner	- Butcher	- Lower Primary	Health/ Medical
*Cabinet Maker	Florist/Gifts	*Labourer/Trades assistant	- Higher Primary	Journalist
Child Care	Hairdresser/Beautician	* Mechanical Fitter	School Librarian (School	Legal Assistant
	Horticulture /	Panel Beater	Terms only)	Physiotherapist
	Groundskeeper	Personal Trainer	Tourism / Events	Vet (self-placement only)
		Pharmacy Assistant	Warehousing	

GPC Additional Vocations (School Holidays Only): Marina Maintenance & Pilot Launch.

PLEASE NOTE:

- Industry Placements at GPC, Ergon, NRG, Rio Tinto Yarwun are not available during school terms. School Holidays Only.
- Self-Placements are **NOT** accepted for Ergon, GPC, NRG and Rio Tinto Yarwun. These organisations provide set placement schedules which are filled by EQIP, ensuring these opportunities are shared in a fair and equitable manner.
- Boyne Smelter, QAL and the LNG facilities do not currently take work experience placements.
- Any vocations that have an * next to them require a white card for placement. Please ensure you have a white card and have given your white card number on your application.
- Senior students have first preference in all vocations; all other work experience placements will be given preference based on the date the application was received.
- Some vocations may require PPE (personal protective gear) or have particular dress requirements for the student. If you select a vocation that requires PPE or similar to be purchased, in the majority of placements this is at student's expense and will not be provided by host employer or EQIP. If the hosts do provide PPE, this will be specified to the student for that placement.

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

Other / more detail on above: _____

APPLICATION ACKNOWLEDGEMENT

1. 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.
2. 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.
3. 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.
4. It is the student and parent/guardian's responsibility to organise transport to and from the work experience host employer's site.
5. 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.
6. 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.
7. 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.

Student Signature:

Date:

Parent/Guardian Signature:

Date:

Principal's Signature:

If other nominated school representative signs, provide name:

Date: