

### WORK EXPERIENCE SELF-PLACEMENT CONFIRMATION

Dear EQIP Work Experience Coordinator,

This letter confirms that the below student personally has approached me, and we are happy to proceed with organising the work experience agreement.

I confirm that I am the authorised representative to accept work experience students at my organisation, and by signing have agreed for contract paperwork to be arranged by EQIP Gladstone.

I am aware that the below student must submit this form with their application to their senior school coordinator **at least 6 weeks prior to the placement dates** for processing to occur and work experience contracts to be organised. Please note that late submissions may not be able to be facilitated due to the high volume of applications received which are processed by order of receipt.

*Student to complete before approaching business*

*Host to complete, or may attach business card and **sign**.  
Alternatively, the below details may be emailed **by the host***

Student Name: \_\_\_\_\_

Host Employer: \_\_\_\_\_

School: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Position Title: \_\_\_\_\_

Dates of Placement:

Email: \_\_\_\_\_

\_\_\_\_/\_\_\_\_/\_\_\_\_ - \_\_\_\_/\_\_\_\_/\_\_\_\_

Phone Number: \_\_\_\_\_

Vocation: \_\_\_\_\_

**Signature:** \_\_\_\_\_

Address of Placement:

Date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Please note that the following organisations do not accept self-placement applications – GPC, NRG, Rio Tinto, and Ergon Energy. BSL, QAL and the LNG facilities do not participate in work experience.*

If you have any questions relating to hosting work experience, please contact EQIP Gladstone on the numbers provided above.