

FEET First: (07) 49 204 318
RHS: (07) 49 204 333
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WORK EXPERIENCE APPLICATION - YR 11 AND 12

Student's First Name: _____ Surname: _____

Date of Birth: _____ Home Address: _____

Home Phone No: _____ Mobile No: _____

Emergency Contact Person: _____ Phone No: _____

Year Level: _____ ATAR Eligible: _____

Please state any school subjects, work or previous experience that may relate to your work experience request?

Please list **three (3)** positions or businesses you would like to be placed with. If you or your parent/guardian has a contact name of someone who is willing to take you for placement, please provide details including their name and phone number. (Please be clear on the area you want your student to go into)

1. _____
2. _____
3. _____

Desired Location (please circle areas you can get to):

South Rockhampton North Rockhampton Parkhurst Gracemere Mt. Morgan Yeppoon

Do you have a **White Card** or any other relevant certificates? _____

Is there any day that you could not attend work experience due to study or training? _____

Special Requests (please also include any medical conditions that may be relevant to your placement i.e. allergies)

“STUDENTS NEED TO PROVIDE OWN TRANSPORT TO AND FROM WORK EXPERIENCE”

IMPORTANT INFORMATION FOR STUDENTS & PARENTS/GUARDIANS

- **Year 10** students Work Experience Block is **Week 10 Term 3 - Monday 12th - Friday 16th September 2022**.
- **Year 11 and 12** students can undertake Work Experience throughout the year **as negotiated** with FEET First Staff.

There is an annual \$10 fee to participate in Work Experience. The \$10.00 Industry Placement Fee must be paid to the Cash Collection Window at the Front Office. Students are only required to pay this fee once each year regardless of how many work experience placements they undertake.

Once a work experience placement is confirmed FEET First will draw up a contract which contains all the details of the employer and the placement. This contract is to be signed by the student, their parent/ guardian and the work experience provider before being returned to FEET First to be signed on behalf of the principal.

Students and parents are responsible for ensuring all relevant paperwork is signed and that students have met or talked to their Work Experience provider before their placement. Students are to make certain they know what their work times are, what the dress requirements are and any other necessary information.

It is the responsibility of the students, their parents, and where appropriate, their case managers to ensure employers understand any special requirements students may have.

Work Experience Agreements must be returned prior to students starting their work experience to ensure all parties are covered by insurance and to notify the school of the work experience days to ensure there are no unexplained absences recorded.

STUDENT AGREEMENT AND CODE OF CONDUCT

Please tick off each point as you read them to agree.

- 1) I understand that there is a one-off \$10 Industry Placement Fee per calendar year to participate in Work Experience. This is to be paid to the School Office before the FEET First Office can process my application for Work Experience.
- 2) I understand that it may not always be possible to receive a placement in my preferred area. If this happens FEET First will discuss alternatives with me.
- 3) I will keep in touch with FEET First regarding my placement and realise it is my responsibility to ensure that my Work Experience Agreement is completed **before** I commence Work Experience.
- 4) I will talk to my teachers to make sure I catch up on any work I may have missed.
- 5) I will respond to any instance of harassment or unlawful discrimination by:
 - a. advising offending person immediately that I do not want them to behave in that way;
 - b. informing work supervisor and parent, guardian or caregiver; and
 - c. contacting the school principal or work experience coordinator
- 6) I will report any injuries sustained from accidents and incidents occurring on work experience to a work supervisor and school principal or work experience coordinator.
- 7) I understand that should I decline an offer of Work Experience / Vocation Employment, I risk being at the bottom of the list of applicants.
- 8) I agree to present myself well and dress appropriately for the work involved in the placement, especially in meeting any dress code or wearing safety items.
- 9) I will communicate with the FEET First Coordinator if I no longer wish to participate in Work Experience.
- 10) Refunds will only be given in the event that a suitable placement within the specified industries cannot be found.
 - If a placement is organised for me and I do not respond to notices or see FEET First about the placement, I understand that I forfeit the right to have my \$10.00 placement fee refunded.
- 11) I realise that it is a privilege to gain a Work Experience placement and that I have a responsibility to both my employer and my school. I will treat work experience as a serious part of my education and I agree to meet the highest standards in good manners, integrity and honesty. I understand that failure to do this may result in my work experience being cancelled.
- 12) I agree to follow employment protocol in terms of absence due to illness or bereavement. If I need to be absent I will notify the workplace supervisor and my school at least two hours prior to my shift starting. The FEET First Office will be in contact with your Work Placement provider to monitor your attendance and participation.

I declare that I have read the above points and I agree to abide by them.

Student Signature: _____ **Date:** _____

I declare that I have read the above points and I give my permission for my student to undertake Work Experience.

Parent / Guardian Signature: _____ **Date:** _____

OFFICE USE ONLY

\$10.00 Industry Placement Fee received? Y / N

Date: _____

Signature: _____

Notes: _____
