



Work Experience & Placement Request Form

The City of Parramatta is committed to fostering a culture of growth and development. Please complete this form to register for City of Parramatta work experience or placement.

Eligibility Requirements

To be eligible you must:

- Currently studying Year 10,11 or 12, or
- Undertaking a relevant qualification in an Australian education institution (University, TAFE, RTO)

Please note: Completing this form does not guarantee a placement with the City of Parramatta Council, as placements opportunities depend on the business area and the team's capacity to host the placement during the required period.

Please attach a completed form to your expression of interest email and a member of the team will be in contact.

Student Details	
Full Name	
D. O. B.	
Home Suburb & State	
Contact Details (Phone & Email)	
Required Information	
Please select which program you are applying for:	
High School Work Experience	<input type="checkbox"/> Year 10 <input type="checkbox"/> Year 11 <input type="checkbox"/> Year 12
University Placement Degree	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Postgraduate
TAFE or other Register Training Organisation (RTO)	<input type="checkbox"/> Cert III <input type="checkbox"/> Cert IV <input type="checkbox"/> Diploma
Are you subject to complete a minimum hour for placement?	<input type="checkbox"/> No <input type="checkbox"/> Yes If selected Yes, how many hours?
Are you covered by appropriate insurance from the educational institution for the placement?	<input type="checkbox"/> No <input type="checkbox"/> Yes

Placement / Work Experience Information	
Business area of Interest	
Subject / Unit (if applicable)	
Start Date	
End Date	
Educational Institution Details	
Name of the Institution	
Institution Address	
Contact Person & Position	
Contact Details (Phone & Email)	
Emergency Contact Details	
Full Name	
Relationship to the student	
Contact Details	
Medical Information	
Do you require any workplace adjustments?	<input type="checkbox"/> No <input type="checkbox"/> Yes
If selected Yes, please specify details:	

Student Declaration
<p>Should I be successful in obtaining a work experience or work placement opportunity with City of Parramatta Council, I commit to the following:</p> <ul style="list-style-type: none"> • I will agree to City of Parramatta's Code of Conduct and all other related policies including Equal Employment Opportunities and Work, Health & Safety. • I will approach my work experience or placement with enthusiasm, be punctual and adhere to hours negotiated. • If I am unable to attend my work experience / placement I will notify the relevant supervisor as soon as possible. • I acknowledge that my work experience or placement is voluntary and that I am not entitled to any remuneration from City of Parramatta Council. • I understand and accept that City of Parramatta has the right to terminate my work experience or placement at any time. • I will ensure the relevant paperwork is completed prior to me undertaking work experience or placement with City of Parramatta Council. • I confirm that I have read and accept the terms of the work experience or placement and understand I will be required to complete an induction before I commence by work experience or placement.
<p>Signature_____ Student Name_____ Date_____</p>