**Secondary Student Work Placement Application Form**

**PLEASE COMPLETE ALL SECTIONS OF THIS APPLICATION**

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| **School Attending:** |
| **Year Level:** |
| **Age:** | **D.O.B:** | **Gender:**  |
| **Family Name (Surname):** |
| **Given Name/s:** |
| **Address:** |
| **Phone Number** |
| **Email Address** |
|  |
| **Please tick required placement****□** Work Experience Placement**□** Structure Workplace Learning Placement (SWL) |
| **Start Date:** | **End Date:** |
| **Preferred Day of the week (SWL Only):** |
| **Are you studying VCE or Vocational Major?****□** VCE**□** Vocational Major**□** Year 10 |
| **Are you undertaking VET studies:****□** Yes**□** No**Course name (e.g. Cert III Engineering at TAFE Gippsland):** |

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| **In what area do you require a placement? (Please tick)**□ Customer Service/Administration □ Parks & Gardens/Landscaping □ Mechanical/Automotive □ Natural Environment□ West Gippsland Arts Centre (Arts & Culture) - Front of House **OR** Backstage (please circle)□ Engineering □ Health Services □ Aged and Disability Care □ Town Planning□ Tourism/Events management □ Procurement/Finance□ Community/Youth Services □ Town Maintenance |
| **Why do you want to undertake a work placement with Baw Baw Shire?***Please give reasons why you have selected a particular department.* *E.g. If ticked Parks & Gardens you may comment you are interested in plants and working outdoors.* |
|  **I understand that submission of this form does not guarantee an offer of a work placement.** **Applicant Signature:** |
|  **Date:** |

**THE FOLLOWING SECTION IS TO BE COMPLETED BY SCHOOL CAREER ADVISOR/WORK EXPERIENCE COORDINATOR**

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| **Coordinator’s Name:**  |
| **As a representative of ……………………………………………………………………………………………………………………………………………………...… (Name of school), I endorse and support this student’s application.** |
| **Signature: Date:** |

**This completed application must be returned by email to the BBLLLEN**

**at least 6 weeks prior to the required starting date-**

**Email to** **admin@bblllen.org.au**

**Baw Baw Latrobe LLEN**

**For further information, please contact our office on 5633 2868**