

Application Pack



Work Experience

The City's work experience program gives students the chance to gain invaluable on-the-job experience in areas of interest to them. Work experience can be available for:

- Secondary school students
- University students
- Students enrolled in relevant vocational study.



Placement Conditions

All work experience placements are unpaid and students can only be placed when, or if, the opportunity in their area of interest arises. To apply for the City's work experience program you are required to read and complete the following application pack and provide all documents included in the submission guidelines.

Information below details the requirements for a placement in the areas of Administration (Office-based) roles, Aquatic and Recreation and Outside roles.

Administration/ Office

Roles including Community Development, IT, Finance, Customer Service, Health and Building Services, Planning and Engineering.

Location: Administration Centre, Civic Boulevard, Rockingham

Max length for placement: 5 days or number of hours as per qualification requirement

Hours: Monday to Friday 8.30am – 4.30pm

Physical requirements of the roles: Low impact

Dress Code: Business casual, jeans are not acceptable.

What to bring: Enough food to sustain throughout the day, water bottle

Aquatic/ Recreation

Roles including swimming teachers, crèche assistants, fitness instructors, lifeguards

Location: Aqua Jetty, Aquatic Centre, Mike Barnett Sports Complex and Baldivis Sports Complex.

Max length for placement: 5 days or number of hours as per qualification requirement

Hours: Monday to Sunday 7.30am – 4.30pm (as per business requirements)

Physical requirements of the roles: High impact

Dress Code: Dependant on the role (may require bathers/rash vest, plain (unbranded) gym clothes, sneakers/sensible shoes)

What to bring: Hat, enough food to sustain throughout the day, water bottle

Outside/ Depot

Roles includes reserve, turf and streetscape maintenance

Location: Depot, Crocker Street Rockingham

Max length for placement: 5 days or number of hours as per qualification requirements

Hours: Monday to Friday 6.30am–3.30pm (Summer) or 7.00am-4.00pm (Winter)

Physical requirements of the roles: High impact

Dress Code: High vis is ideal or long sleeves and long pants and sturdy boots (preferably steel caps). Plain (unbranded) sweatshirts or jackets are acceptable.

What to bring: Hat, and enough food and water to sustain through the day as will be away from the Depot throughout the day. (Sunscreen will be provided)

Submitting Your Application

Guidelines

These guidelines have been developed to assist you in preparing your application for work experience with the City of Rockingham (City). Candidates must meet all of the criteria in “Requirements of the Job” in order to be considered for a placement with the City. Your application should include the following documentation:

Application Form	Complete the application form included in this pack with all required information. Failure to complete this form in full will result in your application being refused.
Covering Letter	<p>State the areas in which you would like to be placed, your availability (including dates, times and length of placement), your education or training provider.</p> <p>You may wish to summarise your application and emphasise your strongest points and achievements.</p>
Curriculum Vitae or Resume	<p>This is a summary of your work (if applicable) or study history, highlight your achievements and qualifications/training and should start with the most recent or current position.</p> <p>Please ensure you include your personal details including name, current address and telephone number.</p>
Insurance (Certificate of Currency)	<p>All work experience placements will only be supported if the education or training provider you are studying at will provide insurance for the period of your placement.</p> <p>Please ensure a copy of the Certificate of Currency is included as part of your application.</p>
Qualifications, Certificates, References, etc.	Please do not send original documents. You may attach photocopies of relevant qualifications, certificates, references, etc. to your application if you wish to do so.
Other	<p>For placements in excess of 5 days, placement as Swimming Teachers, Creche Assistants and Community Development Officer require candidates to provide a Working with Children Check (WWC) or evidence of having applied for one. This does not apply to applicants under the age of 18. If your placement is less than 5 days and you don't have a WWC, you will be required to complete a statutory declaration provided by the City, prior to commencement of your placement.</p> <p>Working with Children Checks will be at your expense.</p>
Lodging Your Application	<p>All applications or queries should be emailed with the attached application form to customer@rockingham.wa.gov.au.</p> <p>Or contact the Human Resource Development Team on 9528 0333.</p>

Application Form



Personal Details					
Surname:					
Given Names:					
Address:					
Suburb:		Post Code:		State:	
Phone/Mobile:					
Email Address:					

Education Provider			
Are you currently studying at? <input type="checkbox"/> Secondary/High School <input type="checkbox"/> TAFE <input type="checkbox"/> University			
Please note: If you are not currently enrolled in a recognised course of study, the City will not be able to process your application for work experience.			
Please provide details of your education provider:			
Name of provider:		Course title:	
Year/Level:		Coordinator/Contact:	
Contact phone:		Email Address:	
Have you supplied a copy of the education providers Certificate of Currency for your placement? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Area of Interest/Placement Details			
Please specify the area/role you are interested in:			
<input type="checkbox"/> Administration	<input type="checkbox"/> Governance	<input type="checkbox"/> Finances	<input type="checkbox"/> IT/Business Systems
<input type="checkbox"/> Communications/Media	<input type="checkbox"/> Customer Service	<input type="checkbox"/> Waste Services	<input type="checkbox"/> Records Management
<input type="checkbox"/> Statutory Planning	<input type="checkbox"/> Strategic Planning	<input type="checkbox"/> Compliance	<input type="checkbox"/> Health Services
<input type="checkbox"/> Building Services	<input type="checkbox"/> Engineering	<input type="checkbox"/> Comm. Development	<input type="checkbox"/> Library Services
<input type="checkbox"/> Youth Work	<input type="checkbox"/> Leisure	<input type="checkbox"/> Other: _____	

Availability	
Start date: ____ / ____ / ____	End date: ____ / ____ / ____
How long do you require the placement? (Number of Hours or Days) _____	
Days for placement: <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday	

Emergency Contact

Please provide details of your emergency contact:

Name:		Relationship:	
Contact phone:		Email Address:	

Medical/Health Requirements

Do you now or have you had a disability, illness or injury that might affect your performance with the City of Rockingham, or necessitate City of Rockingham modifying the work environment? (i.e. ramp etc) Yes No

If "Yes" please provide details below

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Applicant Declaration

I certify that my answer to each of the above questions is true and this information is correct. I understand that any misrepresentation of facts in this application could be cause for instant termination of the work experience agreement if my application is accepted by the City of Rockingham.

Signed: Date:

Parental/Guardian Consent (for applicants under 18 years of age)

I consent to my child taking part in this work experience arrangement and I:

- agree that he or she will be subject to the direction and control of the City of Rockingham (the City) and nominated Supervisor(s);
- understand that all reasonable care for the health and safety of my child will be taken by the City and nominated Supervisor(s);
- expect my child to comply with all reasonable workplace rules and requirements governing safety and behaviour;
- understand that I am responsible for my child's transport to and from the workplace;
- understand that there may be an occasion when my child, for the purpose and benefit of their work experience, be required to travel to another City of Rockingham site, within reasonable travelling distance, which may require a car journey with an employee who is insured for business travel;
- agree that the work experience arrangement is an unpaid position;
- understand that I will be notified as soon as possible in the event of illness of or accident to my child, but where it is impracticable to communicate with me I authorise the person in charge at the workplace of the employer contact the work experience coordinator from my child's education provider; and
- attach details of any known medical condition which may affect my child, and any medication or treatment which may be relevant.

Full name: Relationship:

Signed: Date:

Confidentiality Agreement



Work Experience Placement

The City of Rockingham requires that all persons on work experience placement acknowledge and agree that any information obtained while hosted by the City is considered “Commercial in Confidence” and that strict confidentiality must be maintained.

As a work experience candidate you must not disclose any information obtained in the course of your placement to any third parties (including media) without prior written consent from the City. This includes but is not limited to information pertaining to financial status and operations, budget information, salary information and personal information relating to employees (past, current or potential), residents, ratepayers, contractors, subcontractors, volunteers or other work experience candidates.

Information cannot be removed or transmitted from City of Rockingham premises by any means, including electronic, without prior written consent from the City.

The requirement for confidentiality applies both during and after the work experience placement.

Print name _____

Signed _____

Date _____

