



CITY OF VINCENT

WORK EXPERIENCE APPLICATION PACK

The City of Vincent’s work experience program provides 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, Beatty Park Leisure Centre, Ranger Services and Outside roles.

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| <p>Administration (office-based)</p> | <p>Roles including Community Development, HR, ICT, Finance, Customer Service, Library Services, Public Health and Built Environment, Development and Design and Engineering.</p> <p>Locations: Administration Centre – 244 Vincent Street, Leederville Library Services – 99 Loftus Street, Leederville Depot – 1 Linwood Court, Osborne Park</p> <p>Hours: Monday to Friday, 8.30am – 4.30pm</p> <p>Physical Requirements of the roles: Low impact</p> <p>Dress Code: Business casual</p> <p>What to bring: Food and water bottle</p> <p>Parking: Free parking can be provided if required</p> |
| <p>Beatty Park Leisure Centre</p> | <p>Roles including swim school, crèche, customer services, lifeguards and health and fitness.</p> <p>Location: Beatty Park Leisure Centre, 220 Vincent Street, North Perth</p> <p>Hours: Monday to Sunday 7.30am – 4.30pm (depending on placement)</p> <p>Physical requirements of the roles: High impact</p> <p>Dress Code: Dependant on the role (may require bathers/rash vest, gym clothes, sneakers)</p> <p>What to bring: Hat, towel, food and water bottle</p> <p>Parking: Free parking can be provided if required</p> |
| <p>Rangers services</p> | <p>Role involves shadowing a Ranger or Parking Officer.</p> <p>Location: 99 Loftus Street, Leederville</p> <p>Hours: Monday to Sunday 7.30am – 4.30pm (depending on placement)</p> <p>Physical requirements of the roles: Low to medium impact</p> <p>Dress Code: Business casual, jeans are acceptable (not frayed or torn). Sturdy boots (preferably steel caps)</p> <p>What to bring: Hat, and enough food and water to sustain through the day as may be away from the office for extended periods of time</p> <p>Parking: Free parking can be provided if required</p> |
| <p>Outside / Depot</p> | <p>Roles include horticulture, turf and streetscape maintenance, roadworks and waste and recycling.</p> <p>Location: Works Depot, 1 Linwood Court, Osborne Park</p> <p>Hours: Monday to Friday 6am – 3pm (Summer) or 7am – 4pm (Winter)</p> <p>Physical requirements of the roles: High impact</p> <p>Dress Code: Long sleeves and long pants and sturdy boots (preferably steel caps). High vis is preferred however vests can be provided if needed</p> <p>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</p> <p>Parking: Free parking can be provided if required</p> |



SUBMITTING YOUR APPLICATION

These guidelines have been developed to assist you in preparing your application for work experience with the City of Vincent. Candidates must meet the criteria outlined in our placement conditions in order to be considered for a placement with the City. Your application should include the following documentation:

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| Application form | <p>Please fully complete the application form included in this pack with all required information.</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. Please ensure a copy of the Certificate of Currency is included as part of your application.</p> |
| Qualifications, certificates, references, etc. | <p>You may attach photocopies of relevant qualifications, certificates, references, etc. to your application if you wish to do so. Please do not send original documents.</p> |
| Working with Children Check | <p>Any placements at Beatty Park Leisure Centre, Library Services and Community Development require students to provide a Working with Children Check (WWCC) or evidence of having applied for one. This does not apply to applicants under the age of 18. Working with Children Checks will be at the applicants expense.</p> |
| National police certificate | <p>All placements at the City require students to provide a National Police Certificate (NPC) or evidence of having applied for one. This does not apply to applicants under the age of 18. NPC will be at the applicants expense, however students can apply for a 'Volunteer National Police Certificate', at a reduced fee.</p> |
| Lodging your application | <p>All applications or queries should be emailed with the attached application form to hr@vincent.wa.gov.au. For any enquiries please contact the Human Resources Team on (08) 9273 6021.</p> |
| Outcome of your application | <p>All applications will be considered and will be at the discretion of the City of Vincent. As work experience requires close supervision of participants, this must be balanced with the City's operational requirements.</p> <p>Applicants will be advised of the outcome within two weeks of the City receiving the Work Experience Application Form. Successful applicants will be provided with further details and arrangements about their placements.</p> |



WORK EXPERIENCE APPLICATION FORM

To undertake work experience at the City of Vincent please complete this application form. We usually require a minimum of four weeks to arrange your work experience placement from the date of this application (including proof of insurance) is received.

STUDENT DETAILS

| | | | |
|--|-----|----|--|
| Student name | | | |
| Address | | | |
| Post code | | | |
| Telephone number | | | |
| Email address | | | |
| Date of birth | | | |
| Do you identify with any of the following: | | | |
| Aboriginal or Torres Strait Islander | Yes | No | |
| Person with a disability or impairment | Yes | No | |
| If yes, please advise if special requirements, modifications or additional support may be needed for the work placement area | | | |

STUDENT EMERGENCY CONTACT

| | |
|------------------------|--|
| Emergency contact name | |
| Phone number | |



EDUCATION PROVIDER

| | | | |
|---|------------------|------|------------|
| Are you currently studying at? | Secondary School | TAFE | University |
| Education provider name | | | |
| Year/level | | | |
| Course title | | | |
| Work Experience coordinator name | | | |
| Work Experience coordinator email and telephone | | | |

AREAS OF INTEREST/PLACEMENT DETAILS

| Please specify the area/role you are interested in for your placement at the City of Vincent (you may tick more than one if you have multiple interests) | | | |
|---|-------------------------------|---------------------|----------------------|
| Administration | Governance | Finances | ICT/Business Systems |
| Communications/ Media | Customer Services | Waste Services | Human Resources |
| Community Development | Strategic Planning | Statutory Planning | Environmental Health |
| Engineering | Parks & Gardens | Roadworks | Rangers |
| Library Services | Beatty Park Leisure Centre | Other (please list) | |



AVAILABILITY

| | | | | | |
|---|--------|---------|-----------|----------|--------|
| Start date | | | | | |
| End date | | | | | |
| How do long do you require the placement? (number of hours or days) | | | | | |
| Days for placement | Monday | Tuesday | Wednesday | Thursday | Friday |
| Do you require parking for the duration of your placement? | | | | Yes | No |

STUDENT DECLARATION

| | |
|---|--|
| <p>I certify that my answers to each of the above questions is true and this information is correct. I understand that any misinterpretation 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 Vincent.</p> | |
| Signature | |
| Date | |

STUDENTS ARE REQUIRED TO ALSO SUBMIT THE FOLLOWING AS PART OF THEIR WORK EXPERIENCE REQUEST WITH THE CITY OF VINCENT, AS FOLLOWS

| | |
|-------------------------------------|---|
| Insurance (certificate of currency) | Work experience placements will only be supported if your educational provider will provide insurance for the period of your placement. |
| Working with Children Check | Placements that are engaged in child-related work activities as defined under the Working with Children (Criminal Record Checking) Act 2004 (Act) are required to hold a current Working with Children Check (WWCC). Work experience roles deemed as requiring a WWCC, are highlighted in the above guidelines. |
| National Police Certificate | All placements are required to apply for a National Police Certificate as highlighted in the above guidelines. |