



SCHOOL NAME

ONSITE Placement Form

for PLACEMENT YEAR 20____: SEMESTER 1 SEMESTER 2

Applicant Information

Full Name: _____ Year Level: _____
Last First

Suburb: _____ Mode of Transport: _____ Student Mobile: _____

There are **two options** when it comes to gaining a work placement with ONSITE. You can make contact with a chosen workplace through your own research and/or contacts **OR** you can list 4 preferences which details businesses you have an interest in gaining a placement with, in your chosen industry.

OPTION 1: Confirmed Placement (the workplace has AGREED to take you)

Company: _____ Contact: _____

What job will you be doing? _____

Address: _____
Street Address

Suburb _____ Postcode _____

Phone: _____ Mobile: _____

Email: _____

OPTION 2: Preferences (under each company, please list the job you are hoping to do)

1. Company		Job you hope to do	How did you get this contact? <input type="checkbox"/> Own contact <input type="checkbox"/> Provided by school <input type="checkbox"/> Other _____
Address	Contact name and number		
2. Company		Job you hope to do	How did you get this contact? <input type="checkbox"/> Own contact <input type="checkbox"/> Provided by school <input type="checkbox"/> Other _____
Address	Contact name and number		
3. Company		Job you hope to do	How did you get this contact? <input type="checkbox"/> Own contact <input type="checkbox"/> Provided by school <input type="checkbox"/> Other _____
Address	Contact name and number		
4. Company		Job you hope to do	How did you get this contact? <input type="checkbox"/> Own contact <input type="checkbox"/> Provided by school <input type="checkbox"/> Other _____
Address	Contact name and number		

I UNDERSTAND:

1. All sections on the form must be completed in full.
2. Preferences must be realistic. I should have an idea of the job role and the tasks I am likely to be undertaking.
3. Once a placement is organised there should be no changes and I am committed to finish the placement dates.
4. If I have been placed and I withdraw, I must contact the HOST WORKPLACE and ONSITE.
5. I must act in an exemplary manner at all times in the workplace and can be withdrawn for misconduct. I represent ONSITE, my school and myself.
6. I must inform the HOST EMPLOYER, ONSITE and the SCHOOL if I am going to be absent from the workplace, **giving as much notice as possible**.
7. I must advise ONSITE of any issues associated with the workplace.
8. Work placement commitments receive priority over all after-school activities.
9. I may need to travel a distance to my work placement which may include using public transport.
10. I may make up absent/extra days by negotiating with the workplace supervisor, and need to communicate these with ONSITE and my school coordinator.
11. I am responsible for bringing my logbook to each work day, and for completing all tasks to meet ADWPL requirements.

Do not request – unless confirmed own placement	Difficult to place – own placement/contact highly encouraged	Easier to secure placements	Requires travel and/or early hours
Aquaculture Film Music Radio TV Zoo	Animal Care (Vet Nursing) Design (Photography, Fashion, Drafting, Graphics) Electrical/Telecommunications Engineering IT Media Nursing (Aged Care recommended) Sport and Recreation Youth Work	Childcare Education Assistant Hairdressing Hospitality PE Teaching Retail Teaching Trades	Agriculture Construction Engineering Logistics Trades Transport

To investigate possible career occupations and/or industries, please visit:

<http://www.carecentre.dtwd.wa.gov.au/occupations/Pages/Occupations.aspx>

Student Signature

Date

Parents/Guardians: Please do not sign this Placement Form unless it is completed as School Coordinators cannot accept incomplete forms.

Parent/Guardian Signature

Date

Parent/Guardian Name *(Please print)*

- **Please note:** ONSITE keeps personal information strictly confidential and only uses information to meet Duty of Care requirements and to provide education and training for the students of member schools.
- ONSITE does use student photos for marketing the program. If you **do not** wish ONSITE to take photos of your daughter/son, you must advise ONSITE in writing, prior to the commencement of the first placement.
- ONSITE is bound by the National Privacy Principles contained in the Commonwealth Privacy Act.
- ONSITE is a service agent of the member schools and works within the Privacy Guidelines established by each member school, with additions as listed above.