



Student Placement Request Form

Thank you for your interest in a placement with Melton City Council.

Please complete this form, along with a **copy of your resume** to careers@melton.vic.gov.au

All applications will be sent to the requested service unit/department for consideration.

Student Details

Name	<input type="text"/>
Phone number	Home: <input type="text"/> Mobile: <input type="text"/>
Email address	<input type="text"/>

Educational Institute Details

University/TAFE Institute name	<input type="text"/>
Placement Coordinator details	Name: <input type="text"/> Phone Number: <input type="text"/> Email: <input type="text"/>
Course name	<input type="text"/>

Type of placement required	Year level of study
<input type="text"/>	<input type="text"/>

Please outline what area/department you are interested in undertaking your placement with and why you wish to do so at Melton City Council:

Placement dates

Total number of hours/days

Supervision requirements (if applicable)

Do you have a current Working with Children Check?

Yes

No

Do you have a recent Australian Police Check? (*Within 12 months*)

Yes

No

In order to be eligible to undertake a student placement with Melton City Council, students must be:

- currently studying an accredited tertiary course or vocational training
- covered for insurance by your educational institution (i.e. Personal Accident Insurance, Public Liability Insurance)
- able to provide evidence of completion of necessary checks (i.e Working with Children Check, Australian Police Check).

Student placements will be only considered where it is a requirement of an accredited tertiary course or vocational training. Successful placements within Council are based on a number of factors:

- Placement requirements and times of availability
- Staff availability/capacity to supervise and mentor
- Ability to physically accommodate a student.

We will forward all requests for student placements to the relevant department within Council. If you are successful with a placement opportunity, a representative of the unit will be in touch to discuss your placement request. You will then be required to provide all documentation and completion of checks in order to confirm placement.

If you are unsuccessful, we will advise the outcome of your application.

The information provided on this form is for the administration of Work Experience Arrangements by Melton City Council only and is not used for any other purpose