

Request for Work Experience

Parks Victoria is happy to investigate whether it is able to offer you a work experience placement but first we need you to provide us with some information about yourself. Please complete this form and send it to:

Name:

Position:

Address:

Telephone:

ABOUT YOURSELF

Student Name: _____

Home Address: _____

Contact Numbers: Tel: _____

Fax: _____

What are your career interests or goals?

What skills or personal attributes would you bring to the placement?

YOUR SCHOOL DETAILS

School Name: _____

School Address: _____

Contact Person: _____

Position or Title: _____

Contact Numbers: Tel: _____

Fax: _____

Request for Work Experience

THE PLACEMENT

Placement dates: _____

Alternative dates: _____

Nature of placement sought: Office-based Field-based Either

What do you wish to learn during the placement and why?

1. _____

2. _____

3. _____

THE LOCATION

Please list the parks or work locations you could travel to each day - bearing in mind whether or not you will need to catch public transport. You may nominate more or less than five parks. If you need assistance with this, the Parks Victoria Information Centre will be able to provide you with maps and brochures - please call: 13 1963.

1. _____

2. _____

3. _____

4. _____

5. _____

WHAT NOW?

It will take Parks Victoria 3-4 weeks to identify whether or not it is able to offer you a suitable placement. You will be advised of the outcome in writing. Please note that places are limited so you are encouraged to submit your application early in the year. You are also encouraged to look for placements with other organisations of interest to you.

In the meantime, Parks Victoria would like to thank you for your interest in helping us to manage Victoria's outstanding park and waterway system. We wish you well in your efforts to find work experience in an area of interest to you!