



# WORK EXPERIENCE PLACEMENT DETAILS

STUDENT DETAILS	
NAME:	Pastoral Class:

PARENT / GUARDIAN CONTACT DETAILS	
NAME:	
EMAIL:	MOBILE:
I hereby acknowledge that my son/daughter is applying for work experience and will miss one day of school per week for the duration of the work experience.	
PARENT SIGNATURE: _____	
<i>Please note this is the Placement Details form only. This is NOT the Work Experience Agreement form which covers the student for insurance. That contract will be generated upon receipt and approval of this form.</i>	

WORK EXPERIENCE PLACEMENT DETAILS MUST FILL IN ALL DETAILS PLEASE	
DATE/S OF PLACEMENT:	START TIME:
OCCUPATION/INDUSTRY:	FINISH TIME:
BUSINESS NAME:	
ADDRESS:	
CONTACT PERSON (Full Name):	POSITION:
PHONE:	MOBILE:
EMAIL:	IS A WHITE CARD REQUIRED? YES NO
DRESS REQUIREMENTS:	
WORK DUTIES TO BE UNDERTAKEN BY STUDENT (list main activities):	

Copy of White Card Provided to Careers Centre:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is your work experience provider a family member or family friend?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If your placement is within the construction industry such as Carpentry, Building, Plumbing and Electrical, you will need to apply for a **White Card**.



Once the placement is arranged, submit this Placement Details form to the Careers Centre or email to [terri.webster@marymount.qld.edu.au](mailto:terri.webster@marymount.qld.edu.au)



Upon receipt of the **Placement** form, a **Work Experience Agreement** form will be processed and given to the student. This is the legal insurance document that will cover the student for insurance whilst on Work Experience. This form will need to be signed by the student and parent/guardian



The Work Experience Agreement form needs to be returned asap so that we can obtain signatures from the Employer and Mr Noonan. Failure to return the Agreement form means the placement cannot proceed.