



Student Application Form

To be considered for Workplace Learning you must complete this form.

Applicant Information		
Pronoun:	Surname:	Given Name/s:
Home Address:		
Suburb:	State:	Post Code:
Phone:	Email:	
Date of Birth:	Gender:	
Parent / Guardian:	Phone:	
Special Needs / Limitations:		
Workplace Learning Application Details		
<input type="checkbox"/> Work Experience <input type="checkbox"/> Structured Workplace Learning <input type="checkbox"/> Practical Placement _____ hours required		
List two (2) possible dates for your Workplace Learning. We will make all efforts to accommodate your first preference.		
First Preference Date		
Start Date: _____ Finish Date: _____		
Second Preference Date		
Start Date: _____ Finish Date: _____		
What day/s would you be attending:		
<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday		
What areas interest you for your work placement:		
<input type="checkbox"/> Administration <input type="checkbox"/> Recyclability <input type="checkbox"/> Information Technology <input type="checkbox"/> Murray River Tea Rooms <input type="checkbox"/> Disability Support <input type="checkbox"/> Community Activities		
Do you have any convictions, finding of guilt and/or pending police charges against you relating to the abuse of, or inappropriate behaviour towards a child, elderly or vulnerable person? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide details below:		
Have you lived, worked or travelled overseas for more than 12 consecutive months in the past ten years? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Aboriginal or Torres Strait Islander: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you have access to a smart phone? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Language spoken other than English:		
What skills/ interest do you have?		



Education Institution

School Name:

School Address:

School Contact:

Contact Signature:

School Phone:

Student Year Level:

Course of Study:

Conditions of Placement

1. Work placements are only available to students from approved Educational Institutions (private/public schools, TAFE &/or universities).
2. Dress requirements during placement are neat and tidy clothing, suitable for the work environment.
3. Information obtained whilst undertaking a work placement is deemed confidential and must not be shared. The *Confidentiality Agreement* must be signed before the application can be processed.
4. All educational institution Work Placement Arrangement Forms must be completed prior to placement commencing and a copy of their insurance that covers students must be provided.

Confidentiality Agreement

During your workplace learning time at Community Living & Respite Services (CLRS) or at any time afterwards, you must take all reasonable and necessary precautions to prevent the disclosure of any confidential information relating to CLRS operations, except in the ordinary and proper course of your involvement with CLRS.

In accepting an offer to undertake workplace learning at CLRS I agree to and understand that I will not make any improper disclosure or use of:

- Any information or trade secrets of CLRS
- The position of CLRS on any confidential matter
- Any other information disclosure or use of which may be detrimental to the interests of CLRS or of any other person who has provided it to CLRS on a confidential basis, except for any disclosure required by law.

I will use my best endeavours to prevent the improper publication or disclosure or use of any such information by anyone else.

Disclosure of confidential information may result in cessation of your workplace learning plan. I understand that this signed document may be used as evidence if I breach this agreement.

The following documents must be supplied with this form

- NDIS Worker Orientation Module certificate <https://training.ndiscommission.gov.au/login/index.php>
- COVID-19 Vaccination evidence (3 doses or medical exemption)



Students over the age of 18 years will require a NDIS Worker Screening Check before commencing placement. Details can be found at <https://www.vic.gov.au/ndis-worker-screening-check>. A Working with Children Check may also be required depending on placement location.

Student Declaration

I certify that the information given herein is a true and accurate statement and I understand that I am liable to have my workplace learning placement terminated if any details in the application are found to be falsified. If successful in my application and in accepting a placement role with Community Living & Respite Services, I fully understand that all information concerning the organisation and its clients is strictly confidential and any unauthorised disclosure of such information will be regarded as a breach of trust and may result in termination of my placement.

I agree to abide by the organisation's policies and procedures and to comply with the safety rules and procedures and safe working practices.

Print Name:

Student Signature:

Authorised Manager for Community Living & Respite Services

Signature:

Date:

Print Name:

Position:

Return to Community Living & Respite Services, 26A Percy Street, Echuca or email hr@clrs.org.au