

Work experience placement Expression of interest form

Thank you for your interest in undertaking work experience with the Parliament of Victoria. There are limited work experience places available throughout the year, and demand for these places is very high. To ensure we give successful applicants the best possible experience, please answer the following questions to help us understand a little more about you and what you hope to learn. Please note there are no right or wrong answers! The information you provide will help us to develop the right opportunities for successful students.

The Parliament of Victoria offers five-day (Monday to Friday) work experience placements to students in years 10 and 11 studying at Victorian secondary schools. Students must be 15 years or older at the time of their placement. This form should be completed by the student applying for a work experience placement. Parents/guardians can assist with checking the form prior to submission.

Student Information

First Name: _____

Last Name: _____

Date of Birth: _____

Address: _____

Suburb & Postcode: _____

Phone: _____

Email Address: _____

School Information

Name of school: _____

Type of school: Government / Independent / Catholic

Current Year Level: _____

School contact person: _____

School contact phone number: _____

Placement Information

Why are you applying for a work experience placement at the Parliament of Victoria?

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Please indicate your preferred area of interest (select one only).

For further information on each program, see the information document.

Parliamentary Sitting Program	
	Parliamentary sitting program <i>This program is only available on sitting weeks.</i> For sitting dates, see: https://parliament.vic.gov.au/about/daily-calendar/yearly-sitting-dates
Parliamentary Services Program (<i>nominate a first and second preference</i>)	
	Business management
	Facilities Management and Maintenance
	Community Engagement and Broadcasting
	Hospitality (Kitchen)

Tell us why you have chosen your area of interest?

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What do you hope to achieve from undertaking a work experience placement at the Parliament of Victoria?

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What elective subjects are you currently studying, or would you like to undertake over the next 12 months?

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Tell us about the type of career you might like to pursue?

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Placement dates

Placements are from Monday-Friday and are for 5 days duration.

Preferred placement start and end dates: __/__/____ to __/__/____

Alternative Dates (if first choice is unavailable): __/__/____ to __/__/____

Is there any other information you would like to tell us in support of your application?

Declaration

I agree to acknowledge the Parliament of Victoria's Employee Code of Conduct and all other related policies such as Equal Employment Opportunity, Workplace Behaviour and Occupational Health and Safety, and shall read and abide by them when given the opportunity.

I will approach my work experience opportunity with integrity, professionalism, and enthusiasm, and will apply my skills and knowledge towards the successful completion of all activities/tasks asked of me. I will be punctual and adhere to the agreed hours. If the situation occurs that I am unable to attend the agreed hours, I will notify my supervisor as soon as possible.

I recognise that the Parliament of Victoria will only accommodate applicants with regards to availability of placements at the time of application. Placements will be located at Parliament House or 55 St Andrews Place, East Melbourne. It is my responsibility to arrange travel to and from the workplace. If I live in a rural or regional area, it is the responsibility of myself and my parents/guardians to arrange accommodation and supervision outside of the hours of the placement.

I understand and accept that circumstances may arise resulting in the Parliament of Victoria needing to cancel my work placement experience.

I agree

Student's signature: _____

Date: _____

Thank you for registering your interest in the Parliament of Victoria Work Experience Program. Your application will be assessed, and you will receive an email with the outcome within three weeks of the closing date. We wish you all the best with your future studies and thank you for your interest in the program.

Privacy Statement

The Parliament of Victoria is committed to protecting the privacy of personal information that we handle. All information submitted through this form will be used only for the purposes of the Parliament's Work Experience program and will be managed in accordance with all applicable data protection and privacy laws.