



# A WORLD OF ENTERTAINMENT

**PLEASE STAPLE A  
PASSPORT PHOTO HERE**

## Student Work Placements – Kitchen Hand Application for 2021

You will need to make two (2) copies of this completed form. All copies must be returned to your School Liaison (the original and one copy must be forwarded to Worklink) **no later than Friday 6 November 2020**. The other copy must be retained by your School Liaison.

SCHOOL  CURRENT YEAR  M / F

SURNAME  FIRST NAME  DATE OF APPLICATION  /  /

DATE OF BIRTH  /  /  HOME TELEPHONE #  STUDENT MOBILE #

ADDRESS

P/C

### EMERGENCY CONTACT DETAILS

<p>1<sup>st</sup> CONTACT <input type="text"/></p> <p>TELEPHONE <input type="text"/> HOME / WORK</p> <p>2<sup>nd</sup> CONTACT <input type="text"/></p> <p>TELEPHONE <input type="text"/> HOME / WORK</p> <p>FAMILY DOCTOR <input type="text"/></p> <p>MEDICARE NUMBER <input type="text"/></p>	<p>RELATIONSHIP <input type="text"/></p> <p>MOBILE <input type="text"/></p> <p>RELATIONSHIP <input type="text"/></p> <p>MOBILE <input type="text"/></p> <p>TELEPHONE <input type="text"/></p>
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*The following section must be completed fully and accurately to enable suitable placement and training. Please tick boxes.*

MEDICAL CONDITIONS Do you have a pre-existing medical condition which could affect you in the workplace  YES  NO  
(eg: Diabetes/Asthma/Scoliosis/Colour Blindness/Learning Difficulties/Hearing or Vision problems etc.)

Please note that medical information MUST be complete and ACCURATE. Failure to inform workplace trainers can lead to unforeseen hazards in the workplace and possible withdrawal from the program. It is your duty to ensure that Crown Perth is made aware of any medical conditions which may affect students in the workplace.

Where you indicate YES, a doctor's Medical Clearance and/or current medication details MUST be supplied † YES † NO

MEDICATIONS

Please fill out the following section for Workplace Learning. Please confirm dates with your school.

**Workplace Learning:** Nominated dates must fall between Tuesday 16 February – Friday 2 July 2021 (Semester 1).

Preferred day: \_\_\_\_\_ Dates Required \_\_\_\_\_

Total Number of days: \_\_\_\_\_

**WE CERTIFY THAT:**

**THE DETAILS IN THIS APPLICATION FORM ARE TRUE AND CORRECT.** † YES

**I give permission for my child to participate in work placement at Crown Perth.** † YES

STUDENT SIGNATURE  DATE

PARENT SIGNATURE  DATE

*In signing this Application Form, I hereby authorise Crown Perth or the school to seek medical advice for my child in the event of an emergency. The privacy of this information will be respected by all parties involved.*

**You will need to make 2 copies of this completed Application Form. The original and 2 copies should be handed to your School Liaison no later than Friday 6 November 2020.**

**You must also complete and include the Crown Personal Details Form with your Application. Please make sure it is filled in correctly and is easy to read. There is no need to fill in the blue box on this form as this is done by Crown. The original and 1 copy should be handed in to your School Liaison.**

**Your School Liaison must forward to the Worklink Office no later than Friday 6 November 2020:**

- The original and one copy of the Application Form
- One copy of the Personal Details Form

**Please note that if your application is successful, you will need to purchase safety boots.**



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**Please complete your Personal Details on this Form and attach to your Application Form.**

**Personal Details:**

Surname: \_\_\_\_\_ Preferred Title: (Mr, Mrs, Miss, Ms)

Given Names: \_\_\_\_\_ Preferred Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Telephone No: (H): \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

**Emergency Contact:**

Name: \_\_\_\_\_ Contact No: \_\_\_\_\_

**School or TAFE:**

\_\_\_\_\_

(Crown Perth to fill in this box)

Office Use Only	Check List
Department: <u>C&amp;E Admin</u>	Personal Details <input type="checkbox"/>
Supervisor: <u>Tracey Ashman</u>	Department Approval Given <input type="checkbox"/>
Dates of Work Experience:	Insurance Confirmation <input type="checkbox"/>
From: _____ To: _____	Terms and Conditions –
On Days (please circle appropriate days):	Signed and Returned <input type="checkbox"/>
Monday                  Friday	Induction Checklist –
Tuesday                 Saturday	Completed and Returned <input type="checkbox"/>
Wednesday             Sunday	Evaluation Form –
Thursday	Completed and Returned <input type="checkbox"/>
Time:	School Contact: _____
From: 8am To:4.30pm	Number: _____
	Notes: _____
	_____
	_____



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## **Workplace Learning Staff Roles and Responsibilities**

The roles and responsibilities of the parties delivering this program have been clarified as follows:

### **Role of Central Coordinator** (Sharon Callcott – CareerLink via the Worklink Office)

- Provides the coordination point for students from Catholic and Independent schools seeking a work placement at Crown Perth.
- Distributes necessary information to schools including Application Forms.
- Processes completed Application Forms and schedules placements according to preferences and availability in conjunction with Crown Perth.
- Provides placement information to schools including schedule, requirements and Crown Perth induction times at the commencement of the school year.
- Conducts a pre and post placement visit with Crown Perth staff - not students.
- Students are responsible for liaising directly with Crown Perth staff for ongoing skill assessment.
- Provides feedback to schools on student issues requiring action.

### **Role of Crown Perth**

- Delivers an induction session to all students covering EEO policy, Occupational Health and Safety, rules and regulations, student's responsibilities.
- Provides work placements to students throughout the various kitchens.
- Liaises with Central Coordinator re any issues with students.

NB : Crown Perth has coverage for Public Liability insurance.

The Worklink office will provide an insurance Certificate of Currency with all applications.

*(Cont'd Over)*

## **Role of School Liaison**

- Provides the liaison point between students, parents and central coordinator (Careerlink via the Worklink office).
- Distributes Application Form and information sheet to interested students for completion.
- Ensures that all relevant documentation is fully completed, legible and understood by students and parents.
- Ensures that students are fully insured and appropriately matched to the requirements of a large industrial kitchen.
- Holds copies of the Application Form for the school and provides an original and a copy to the Worklink office by the closing date – **no later than Friday 6 November 2020**.
- Distributes information to students regarding Crown Perth induction and placement details.
- **Attends a mandatory Crown Perth induction** session with their student.
- Ensures that all students and parents understand and abide by the placement schedule/ requirements.
- Ensures that students can meet their hourly requirements.
- Provides ongoing monitoring of student progress, issues, areas of concern throughout the student's time at Crown Perth. This includes a visit to the student in the workplace if that is a requirement of your Workplace Learning Program.

## **The Application Form**

- The original Application Form and a copy needs to be completed and returned, no later than **Friday 6 November 2020, to the Worklink office**. The Application Form takes into consideration medical and emergency details to ensure that insurance aspects are met. Schools should make an additional copy so that they can retain one for their records.

## **Please be sure to also fill out the personal details on the Crown Security Document**

- Applications will be processed and scheduled according to preference and availability. School Liaisons will be advised in writing of successful applicants prior to school returning in February 2021.

Any queries please contact your School Liaison or the Worklink office (0417 959 353).