

Secondary School/ VCAL/ VET WORK EXPERIENCE APPLICATION FORM



**Bundoora
Park**

Please complete this form and returned to BundooraPark.EducationTeamLeader@darebin.vic.gov.au or P.O Box 138, Kingsbury, 3083

Students Please Note: This Application Form should be completed and provided to your school's Duke of Edinburgh Co-ordinator, to enable them to make an informed decision about your suitability for work experience with animals. If satisfied, they should sign the Form for you to return to your prospective host employer, who will make the final decision.

Before filling out the Application Form, please read the Department of Education & Training No. 25 *Work Place Hazards in Working with Animals* and *Work Experience Guidelines for Students Working with Animals (Secondary Schools)*, to help you to appreciate some of the hazards and understand some of the conditions that will apply to your work experience.

*It's important to understand that your contact with animals will be restricted to activities that do not present unacceptable risk. **Your safety is your host employer's most important consideration.***

Student Information

Name: _____ Date of Birth: _____

Address: _____

Post Code: _____ Email: _____

Contact Telephone no. (parent or guardian): _____

School: _____

Contact person at school: _____ Tel: _____

Proposed dates of work experience: From _____ to _____

Please state why you would like to undertake work experience at Bundoora Park Farm:

Previous experience with animals

How would you describe your capabilities with animals? *For example:* have you ever received instruction in approaching and/or handling animals (large or small), or in 'reading' animal behaviour?

What animals have you had at home, and what were your responsibilities in looking after them? (NOTE: If you have birds at home there may be workplaces – e.g. poultry farms – you will not be able to attend)

Have you had previous employment experience, such as a part-time, weekend or holiday job involving animals (give details)?

Have you ever been injured by an animal? (If YES: what caused the incident, and how did you react? What would you do to prevent such an incident from happening again?)

Are there animals in whose presence you don't feel comfortable or confident?

Do you have allergies to any animals (e.g. fur, saliva) **or feed** (peanuts, wheat, grasses, hay etc.)?

Is there any other information you think could be relevant in assessing your suitability?

Statement by parent or guardian:

The information provided here is accurate to the best of my knowledge. I have read the Department of Education & Training Fact Sheets: *Work Experience Guidelines for Students Working with Animals* and *Work Place Hazards in Working with Animals*, and am aware that working in an environment where animals are present may involve exposure to risk arising from the unpredictable nature of animal behaviour.

Signed: _____ Date: _____

Reviewed by Work Experience Co-ordinator:

Signed: _____ Date: _____