



## Work Experience Request Form

The City of Parramatta is committed to fostering a culture of growth and development and we are thrilled to have you onboard!

<b>Full Name</b>	
<b>D. O. B.</b>	
<b>School Name</b>	
<b>Dates of placement</b>	
<b>Area of interest</b>	
<b>Contact Details (Phone &amp; Email)</b>	

Once a placement has been confirmed, our team will request the below information and further details.

- A copy of the public liability and personal insurance coverage details (The school/educational should be able to provide this)
- A letter from the school/educational institution confirming the student's: attendance during the proposed dates
- If the student is under 18 years old – documentation from the student's parent/guardian stating permission for the student to undertake work experience
- If the student is a University/TAFE/RTO student, the course outline specifying work experience requirements including the required hours.
- Emergency contact details (incl. relationship to the student)

**Note:** Please attach a completed form to your expression of interest email and *Learning & Development* specialist will be in contact.