

GLASSHOUSE WORK PLACEMENT Application Form

Work experience helps you make an informed decision about your career. A Glasshouse work experience / placement allows students to gain an understanding of how the Venue, Performing Arts and Tourism sectors operate and provides opportunities to receive advice about pursuing a career in the arts industry.

The type of activities the student participates in will depend on the type of placement and work area in which the student is placed.

Should you wish to apply for work experience please complete the Glasshouse Work Placement Form.

CRITERIA

Work Experience Placements need to fit the following criteria and agree to the following conditions:

- Must be currently studying
- Must be Year 11, Year 12 or tertiary students (if work experience is a mandatory requirement to complete the relevant course)
- Must show a demonstrated interest in the Performing Arts, Visual Arts, Tourism Services or Events sector
- Must be available to do work experience at various times which may include weekends and after hours.
- Work placement applications must be received a minimum of six (6) weeks prior to the preferred dates.
- Placement will only be offered based on the quality of the application and availability of work placement positions at the time required.
- Submission of an application form does not guarantee placement. You may be required to attend an interview and will be advised if your application is successful.
- A Glasshouse Work Experience Report must be completed by you at the end of your week and will be sent to your institution. The Report will outline what you have done during your week, and how well you have undertaken the tasks we asked you to do. If there are specific requirements for your course relating to your Work Experience, you must make sure you tell us before you commence.
- Successful work experience applicants are not employees and do not receive payments or allowances.

Please note: you may get the opportunity to view productions that are rehearsing or playing in the theatre. These performances might contain strong language and/or adult themes.

COMPLETED FORMS SHOULD BE SENT TO

ATTENTION: Human Resources
Port Macquarie Hastings Council
PO BOX 84
PORT MACQUARIE NSW 2444

OR

jobs@hastings.nsw.gov.au



GLASSHOUSE PORT MACQUARIE



GLASSHOUSE WORK PLACEMENT Application Form

PERSONAL DETAILS

Full Name		
Contact Number	Mobile:	Home:
Email		

EMERGENCY CONTACT

Contact Person	Name:	Relationship:
Contact Number	Mobile:	Home:

EDUCATION INSTITUTION DETAILS

Institution Name		
Year / Level		
Course Name <i>(if applicable)</i>		
Teachers Details	Name:	Position:
Teachers Contact	Mobile:	Home:
Teachers Email		

PREFERRED PLACEMENT DATE *(Please list 3 options in order of preference)*

# of Hours Required	
Dates First Preference	
Dates Second Preference	
Dates Third Preference	

OCCUPATIONAL HEALTH AND SAFETY

Working often involves physical activity. For example, you might be asked to climb ladders, work at heights or help lift and carry things such as rostra, stage lights or boxes of merchandise. Strict safety will be observed at all times in accordance with the Glasshouse Occupational Health and Safety Policy.

Please consider this carefully and let us know if you have any questions or concerns.

Do you have any medical conditions that we need to be aware of ? If 'yes' please provide details.

Please note that all information will be kept in strictest confidence and will not be disclosed to third parties.

GLASSHOUSE WORK PLACEMENT Application Form

EXPERIENCE AND EXPECTATIONS

In what area(s) of the Glasshouse would you like to work ?

To help us try and place you better please rank in order of preference, 1 being your first preference.

- Front of House Operations (Box Office, Visitor Information, Patron Services)
- Sales & Marketing
- Back of House Operations (Lighting, Sound, Staging).

What skills and experience do you hope to gain during your time at the Glasshouse?

Do you already have any experience in this area? eg: involved in school productions, other work experience, job roles you have held etc

If 'yes' please list .If you need more space please use a separate sheet.

TO BE COMPLETED BY PORT MACQUARIE HASTINGS COUNCIL:

RECEIVED BY : _____ DATE: _____

APPROVED BY THE GLASSHOUSE: Yes No

PLACEMENT DATES: 1st Preference 2nd Preference 3rd Preference

Other _____

GLASSHOUSE STAFF CONTACT: _____

STUDENT PLACEMENT CONFIRMED: Yes No Cancelled