



Voluntary Work Experience

ARRANGING YOUR OWN WORK EXPERIENCE

This form **MUST** be returned to the Careers Coordinator at **LEAST 2 WEEKS** before commencement.

STUDENT'S NAME			
HOME CLASS		DATE OF BIRTH	
ADDRESS			
HOME PHONE		STUDENT MOBILE	
STUDENT EMAIL			

1	<p><u>CONTACT EMPLOYER</u></p> <ul style="list-style-type: none"> - Ask friends and family if they know anyone in the industry or look through the Yellow Pages, Internet, etc - RING or VISIT ... Say who you are... "This is <i>Joe Blogs</i> speaking; I am a student from King's Christian College. Can I please speak with the manager or owner of the business". - Mention to the owner / manager that you are interested in their business and that industry and ask if they take Work Experience Students - If they do ask them for some details...
2	<p><u>FIND THE FOLLOWING DETAILS</u></p> <p>a) Possible date of Work Experience (Can be 5 days in the holidays <u>or</u> 1 day per week for 5 weeks if not doing an OP Course.</p> <p>_____</p> <p>_____</p> <p>b) Type of Work (Hospitality, Plumbing, etc.)</p> <p>_____</p> <p>c) Name and address of business</p> <p>_____</p> <p>_____</p> <p>d) Phone: _____ Fax: _____</p> <p>e) Name and position of contact person: _____</p> <p>_____</p>
3	<p><u>OTHER RELEVANT INFORMATION</u></p> <p>_____</p> <p>_____</p> <p>_____</p>

**GIVE THIS SHEET TO MRS WOOD AND SHE WILL PREPARE A
WORK EXPERIENCE AGREEMENT TO CONFIRM DETAILS.
ONCE THIS HAS BEEN DONE, MRS WOOD WILL CONTACT THE STUDENT.**