

APPLICATION FOR ADVERTISED WORK EXPERIENCE

This application should be completed by Faculty of Business students wanting to apply for an advertised work experience that is not for subject credit. Application due at the end of **Week 6.**

1 Position

Name of Advertised Position

2 Personal Details

Internship Semester

	2	0					
Semester	Year						

SID Number

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Title Surname or family name

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Given name(s)

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Preferred name (or nickname)

	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
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Date of Birth

		Day			Month			Year
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Home Phone (include area code)

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Mobile Phone

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Address for correspondence (during Semester)

State	Postcode/Zip code

Permanent home address (during semester breaks)

State	Postcode/Zip code

3 Program Details

Degree Program

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Degree Code

		-							
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Discipline Major

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Other Major or Minor

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Semester started at Bond

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Anticipated final semester

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Relevant subjects completed

Subject Code	Subject Title	Semester completed	Grade achieved

4 Work Experience Details

Preferred Work Experience arrangement

<i>2-3 week placement during semester break (indicate preferred dates)</i>	From Date	
	To Date	

or

<i>One day per week during semester (indicate semester)</i>	Semester	
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Why should you be considered for an internship?

Why should you be considered for a professional work?

In which industries would you like to gain some professional experience?

What is your preferred career outcome upon graduation?

6 Preferred Organisation Details

Research and prioritise a list of three companies within which you would like to gain professional experience in the upcoming semester (this section is compulsory, and must be completed by you). If you have already confirmed a placement complete first section with these details only.

Organisation 1

Company Name	
Department	
Address	
Phone Number	
Email Address	
Website	

Organisation 2

Company Name	
Department	
Address	
Phone Number	
Email Address	
Website	

Organisation 3

Company Name	
Department	
Address	
Phone Number	
Email Address	
Website	

YOU MUST COMPLETE 4 – 5 GOALS FOR THIS WORK EXPERIENCE

Goal 1	
Goal 2	
Goal 3	
Goal 4	
Goal 5	

It is also highly recommended that you register onto Career Hub before meeting with Julz Tahi.

All work experience, paid work, part time work, graduate roles, events and much more are on this site and will assist you with your career progress.

<http://www.bond.edu.au/student-resources/career-development-centre/index.htm>

Click on “Career development” on the front page of our website

Work experience placement is available to all students enrolled in the Faculty of Business. This provides students without prior work experience, or with workplace experience in a field different from their area of studies, a chance to further their skills in their chosen discipline. You must have completed your first 3 semesters to be considered. If you are completing a combined degree you must have completed the core and foundation subjects of the degree in which your work experience relates to

As work experience is 'not for credit', **there is no minimum GPA requirement**, students **MUST** enrol in the relevant subject once your work placement has been confirmed. It is a legal requirement that you may only commence work after you have enrolled in this subject and returned the Insurance Agreement (attached)

Your Program Advisor will assist you with this enrolment.

Application for Work Experience

- Enrol in subject (once placement confirmed)
- Application form (this document) completed correctly
- Resume and cover letter provided
- Interview skills demonstrated (if requested)
- Signed Professional Industry Experience Agreement
- Student evaluation form to be completed at end of Work Experience

Written:

You are required to write 4 - 5 goals for the advertised/general position.

Student Evaluation form:

This will be provided by the Industry Placement officer which **MUST** be completed at the end of your experience.

Completion Letter:

Bond University will provide a completion letter upon receiving a completed Student evaluation form

Application Deadlines:

Students may, at any time, organise work experience directly with an Organisation. However if it is not paid you must complete this agreement. Bond University will not provide insurance cover if you do not complete the above process. The minimum rate is \$14.31 per hour if you source paid employment. (Fair work act 2009)

Conduct:

Any Bond University student who has been successful in gaining work experience is a representative of the University at all times. As such, they are expected to uphold a high standard of conduct. This means you should be punctual, conscientious, reliable and discreet while ensuring an acceptable standard of dress is worn.

Attendance:

As a courtesy to your placement provider, if at any time a student cannot attend to any of the duties required as part of their internship, they must notify their workplace supervisor and the Industry & Student Placement Officer (Faculty of Business) as soon as possible.

Insurance Cover:

To be insured you MUST complete the Student Industry Experience Agreement form 2010. (see attached)

STUDENT APPROVAL, ASSESSMENT AND CONFIDENTIALITY AGREEMENT

Please look over this document carefully.

SIGN

You accept the work experience criteria provided to you by your Industry and Student Placement Coordinator	
You agree to attend an interview with the Industry and Student Placement Coordinator if required	
You agree to enrol in the relevant subject upon confirmation of a placement	
You will provide a n application form, formal resume and cover letter Specific to the position you are applying for.	
You agree to complete the student evaluation form upon successful completion of work.	

You agree to respect the confidentiality of all materials specified as confidential during your internship and to comply with all other reasonable and lawful stipulations and conditions during the duration of your work experience. In addition, you undertake not to publish any article which deals with the work experience in any way, without prior approval of the company involved.

Print Name

Signature

Date:

Please forward this completed application form with resume and covering letter to:

Julz Tahi

Industry & Student Placement Officer

Telephone: 07 5595 2266 **Fax:** 07 55952209**Email:** FOBInternships@bond.edu.au**Office Use Only:**

Student is enrolled for this subject

Student has agreed to the agreement

Insurance letter issued to Workplace Supervisor

Print Name

Industry & Student
Placement Officer
Signature

Date:

Student Responsibilities and Expectations

Students participating in the Internship for Academic Credit Program are representatives of the University and its current and future students. You are expected to conduct yourself in a professional manner at all times while in the workplace by following the responsibilities and expectations listed below:

- Behave in a professional and courteous manner at all times while in the workplace.
- Arrive to your placement on time. If you are going to be late, even if it is 5 minutes, call your Workplace Supervisor and inform them.
- If you are sick or unable to attend your placement you must call your Workplace Supervisor before you are to commence work for the day and inform them of your absence. A courtesy email to the Industry & Student Placement Officer is also recommended.
- Always be dressed and groomed in accordance with the workplace expectations. If you are unsure of the dress standards at your placement please ask for guidance from your Workplace Supervisor.
- Be aware of the workplace office rules, OH&S, policies, and procedures. Read the employee manual provide to you by your Workplace Supervisor.
- Be respectful and courteous at all times. If you are having any conflict within the workplace please contact the University's Industry & Student Placement Officer or talk directly with your Workplace Supervisor if appropriate.
- Display enthusiasm, a positive attitude and willingness to undertake the tasks, duties and projects assigned to you.
- Be open and willing to learning new skills and knowledge.
- If you have to finish your placement before the agreed date you must inform both the Workplace Supervisor and the Industry & Student Placement Officer prior to finishing your placement.

All employers are asked to provide the University with student evaluation feedback forms and you will be reviewed based on the following areas:-

- Relations with others
- Attitude – Application to work
- Judgement – Decision making skills
- Dependability
- Ability to learn
- Quality of work
- Professionalism
- Communication skills

In the instance that you do not pass these categories the employer may not agree to be a future referee or provide you with a reference for your work placement. In addition, if you receive an unsatisfactory evaluation you will not be considered for future work experience opportunities through the University during your study.

Workplace Requirements

Students undertaking Internships within an organisation will be required to undertake a series of related duties for the chosen organisation. The exact nature of these tasks will be decided upon by the company supervisor and may vary in responsibility.

Insurance Cover

Bond Internships for Credit students are covered by the University's insurance while in the employers workplace. It is the responsibility of the University to ensure this insurance is in place upon receipt of this signed agreement from the student.

Confidentiality Agreement

This is to confirm that I agree to respect the confidentiality of all materials specified as confidential during my Internship program and to comply with all other reasonable and lawful stipulation's and conditions during the duration of my placement. In addition, I undertake not to publish any article which deals with the placement in any way, without prior approval of the company involved.

As part of your Internship for Credit please sign and date this page to show that you understand and agree to meet the responsibilities and expectations as outlined above:

(You are encouraged to take a copy of this form BEFORE handing it in to Julz Tahi)

Print Name

Signature

Date:

Your contact in the Faculty of Business is:

Julz Tahi

Industry & Student Placement Officer

Telephone: 07 5595 2266 **Fax:** 07 55952209

Email: FOBInternships@bond.edu.au

Please contact Julz if you have any questions relating to this agreement, or to report any changes to this agreement at any time.

Office Use Only:

Details of student's work experience placement

Company Name	
Workplace Supervisor and their position	
Commencement Date	
End Date	
Agreed Hours	