

Please complete the steps below:

1. Please read the 'Burwood East Work Experience Information for Students' manual. This can be found at www.rspcavic.org/work-experience-manual.
2. Fully complete the 'Student section' of this application form.
3. Give your teacher or coordinator the 'Teacher/Coordinator Section' to complete.
4. Return your fully completed application form to:

RSPCA Victoria Work Experience Coordinator
3 Burwood Highway,
Burwood East VIC 3151

Please carefully consider if the RSPCA Work Experience program is suited to you and you are willing and able to perform the duties listed in the activities section of the information manual. Please also ensure you understand our conditions and guidelines as listed on this form.

Student Section

Please tick preferred area:

Shelter Clinic

Dates required:

____/____/2012 to ____/____/2012

Mr / Miss: _____
(full name)

Address: _____ Suburb: _____ Postcode: _____

Phone: (home) _____ (mobile) _____

Email (please print clearly): _____

D.O.B: _____ (please note the minimum age for work experience is 15 years).

Emergency Contact Details

1. Name: _____ Phone: _____

2. Name: _____ Phone: _____

School Information

School/Institution Name: _____

Address: _____ Suburb: _____ Postcode: _____

Phone: _____

Work Experience Coordinator: _____

E-mail Address: _____

Please complete the following application questions

1. Why do you want to complete your work experience at the RSPCA?

2. What is your understanding of animal welfare?

3. Please describe the experience you have had with animals (ie. pets):

4. Please describe any paid employment or volunteer work you have done and what your responsibilities were/are:

5. What are your goals when you complete your studies?

6. Do you have allergies to any animals?

7. Are you afraid of any animals? If so, what negative experience have you had?

8. What is your understanding of the tasks you will be expected to perform?

9. What do you hope to gain as part of your work experience week?

Occupational Health and Safety (OH&S)

The RSPCA recognises its responsibility to provide a healthy and safe workplace and has a vigorous OH&S system in place to minimise risk as far as is reasonably practicable. It should be acknowledged that students are likely to come into contact with a number of animals in a range of settings whilst working at the RSPCA.

Whilst we cannot absolutely guarantee that students will be free from accident or injury when working with animals, risk assessments on work experience student activities have been conducted and necessary control measures have been put in place to ensure student safety. Students will be provided with a comprehensive induction and relevant training on each activity assigned by their supervisor. Students may have varying contact with animals depending on their experience, confidence, responsiveness to training and enthusiasm to learn. Supervisors will determine a student's activities depending on these points. In some cases, a student may not be permitted to work with animals if deemed unsuitable by their supervisor or until such time as a basic skills and awareness of animal handling and behaviour has been achieved.

A work experience student is responsible for reporting any accident or incident to their supervisor, undertake training and use OH&S tools as instructed.

For more information on the Occupational Health and Safety Act please visit www.worksafe.vic.gov.au

I have read and understand this information:

Student name (please print): _____

Student signature: _____



RSPCA Work Experience - Medical Details Form

STUDENT NAME:	_____	
ADDRESS:	_____	
	Suburb: _____	Postcode: _____
Telephone No:	Mobile no: _____	
EMERGENCY CONTACT	Name: _____	
	Address: _____	
	Suburb: _____	Postcode: _____
	Home phone: _____	Work phone: _____
	Mobile phone: _____	
ALTERNATIVE CONTACT	Name: _____	
	Address: _____	
	Suburb: _____	Postcode: _____
	Home Phone: _____	Work phone: _____
	Mobile Phone: _____	
DATE OF LAST TETANUS VACCINATION:	____/____/____	
<p>A Tetanus vaccination is required to ensure the RSPCA complies with the respective Code of Practice governing shelters. We must work according to this by law. Tetanus immunisation is effective for up to 10 years.</p>		
MEDICAL PRACTITIONER:	Name: _____	
	Address: _____	
	Suburb: _____	Post Code: _____
	Telephone: _____	
I acknowledge that the above details are true and correct:		
(Name)	(Student signature)	(Date)
I agree to the RSPCA taking any necessary action in the case of a medical need:		
(Name)	(Parent/guardian signature)	(Date)

DUTY OF CARE

If you have a medical condition that you think may affect your ability to undertake work experience with the RSPCA, please discuss these concerns with your doctor or health care professional. This advice should be obtained before submitting your application and starting work experience with the RSPCA. In order to maximize your safety while at the RSPCA, please inform us if you need extra assistance or have special needs.

Understanding the RSPCA

Working at the RSPCA is a rewarding experience, which involves a complex range of tasks, and not all of them pleasant. To ensure you enjoy and understand what your week will involve, please read each statement and sign at the bottom of the form.

- I understand I will be handling various animals and cleaning their cages and pens.
- I understand that pooper scooping will be required throughout the day.
- I understand that any information I gain at the RSPCA in relation to an animal's case is confidential.
 - I understand that for many of the animals housed at the RSPCA their behaviour is unknown.
 - I understand that the work I will be doing has been designed to follow health standards, legislation and Codes of Practices for Animal Welfare.
 - I understand that I will be working with people from diverse backgrounds and will treat all with respect according to the RSPCA Standards of Behaviour.
 - I understand that I will be working in an emotionally challenging environment.
 - I understand that failure to follow directions set out by my supervisor could harm an animal or endanger others and myself.
 - I understand that the RSPCA is a non-government funded, community based animal welfare charity.
 - I understand that I am not to provide advice or represent the RSPCA on any issue concerning the organisation.
 - I am aware that the RSPCA is a charity; therefore, I will receive no payment for work experience.
 - I confirm that I understand and am able to perform the tasks outlined in the "Work Experience Information for Students" manual.
- I understand that my Work Experience week can be terminated at any time due to inappropriate behaviour or inability to complete the required tasks.
- I have spoken to my teacher in regards to visitation during my Work Experience week and agree to the terms.



I agree to the student's photo being taken for RSPCA promotional material e.g. website. Yes No

Student name: _____ Student signature: _____

Date: _____

Parent name: _____ Parent signature: _____

Date: _____

Please confirm you have completed all the steps of this application by returning to Page 1.

Teacher/Coordinator Section:

Please give this form to your teacher or coordinator to complete and send

Do you recommend this student for our Work Experience program and why?

What skills could this student bring to our program?

What concerns do you have with this student?

Any general comments?

Teacher/Coordinator name: _____

Signature: _____

Contact phone number: _____

Contact email address: _____

Thank you for your time. Please send this completed form to:

**RSPCA Victoria
Attention: Work Experience Coordinator
3 Burwood Highway
Burwood East VIC 3151**