



ANIMAL WELFARE LEAGUE QLD EDUCATION DIVISION

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Work Experience Application Form

APPLICANT DETAILS

Student Name:		
Home Address:		
Contact Phone:	Fax:	
Contact Mobile:		
Contact Email:		
Date of Birth:		
Grade/Year at School:		
Duration of work experience:	Start Date:	End Date:
Tetanus Vaccination (Current):	YES	NO
It is recommended that you have a current tetanus vaccination due to the work environment.		
Any Known Allergies or Illnesses:	YES	NO
If yes, please give details:		
Does the Applicant have any special learning or access needs :		
Are your Animals at home currently Vaccinated:	YES	NO
Applicant Signature:		

SCHOOL DETAILS

School/Organisation:

Contact Person:

Postal Address:

Contact Phone:

Fax:

Contact Mobile:

Contact Email:

PARENT/GUARDIAN DETAILS

Parent Name:

Home Address:

Contact Phone:

Contact Mobile:

Contact Email:

APPLICANT SELECTION

The AWL work experience coordinator will select work experience applicants on the basis of their demonstrated interest in and commitment to working in the animal care industry. Due to the popularity of the program and the fact that the AWL is only able to take on a small number of students, applicants must undergo an interview process which requires them to complete a questionnaire and an interview with the work experience coordinator. The AWL work experience coordinator has the right at any time to refuse a student entry into the program and a right to eject a student from the program if it is believed that the student's placement will not be of a benefit to the organisation.

PROGRAM OUTCOMES

This is a practically based work experience program, encompassing elements of companion animal care, training and management. Participants will gain practical instruction and an understanding of the needs of dogs and cats in an animal refuge facility and learn how to manage these particular needs, as well as have the opportunity to work cooperatively with staff members and other volunteers in the workplace.

PROGRAM FEES

Due to the degree of Occupational Health and Safety training and individual staff attention that is required in order to assist a work experience student, an initial administration and training fee will be charged at \$20.00 per student.

INSURANCE COVER

There is NO insurance cover for under 18 years old at the Animal Welfare League. Therefore it is a requirement that the parent/guardian of the work experience student sign the Liability Release Form and the Code of Behaviour included in this application. School Insurance Policies quite often cover students for out of premises activities. Alternatively, personal insurance can be taken out by the applicant's parent/Guardian for the duration of the program.

CODE OF BEHAVIOUR

The following guidelines have been written to ensure the smooth running of the Work Experience Program. These guidelines must be adhered to at all times to ensure the safety of the students and the Animal Welfare League staff and animals.

Guidelines:

1. Exemplary behaviour is expected at all times. Students must be courteous to and show respect towards the course supervisor/s and other Animal Welfare League Refuge staff, animals, members of the public and other students.
2. Students must adhere to OHS procedures as outlined in their Work Experience Handbook and as demonstrated by supervisor/s.
3. Students must not run though the Refuge grounds and are required to stay in designated areas at all times.
4. Students are required to keep noise levels to a minimum at all times and refrain from using offensive language.
5. The Work Experience Coordinator and/or supervisor has the right throughout the duration of the work experience to remove the student from the work experience program if the above rules are not adhered to.
6. The course supervisor/s has the right at any stage throughout course to modify these rules.

If any student fails to follow these guidelines, the following levels of action will be taken:

- a) Verbal warning (which is documented with AWL Work Experience Coordinator)
- b) Parents/ guardians contacted (if under 18 years)
- c) Elimination from course (no refund given)

PLEASE NOTE: Parents/guardians must be available to collect their child in case of emergency or elimination from the program if child fails to follow AWL guidelines as set out in the above Code of Behaviour

NOTE: Must be filled out by parent/ guardian and Work Experience applicant

I _____(name of parent /guardian) have read and agree to the Animal Welfare League of Qld's behaviour guidelines.

Signature: _____ Date: _____

I _____(name of applicant) have read and agree to the Animal Welfare League of Qld's behaviour guidelines.

Signature: _____ Date: _____

AWL QLD - WORK EXPERIENCE PROGRAM LIABILITY RELEASE FORM

As a condition of my child's participation in the Work Experience Program, I hereby:

1. warrant that my child is medically fit (including physically and mentally) to participate in the work experience program.
2. agree that my child will participate in the program at their own risk and I acknowledge that the work experience program involves animal handling and/or physical contact with animals (dogs and cats); contact with animal food; hydrobathing equipment and products that could potentially result in personal injury;
3. agree that my child will abide by the rules and conditions of the program including OHS procedures and those in any verbal or written instructions;
4. waive, release and discharge all and any claim, right or cause of action howsoever arising, whether or not presently ascertained, immediate, future or contingent, which I may otherwise have for or arising out of loss of my child's life or injury, damage or loss of any description whatsoever and howsoever caused which my child may suffer or sustain in the course of or consequent upon their participation in the Program;
5. indemnify against any claim, right or cause of action howsoever arising whether or not presently ascertained, immediately, future or contingent which I or anyone else may have for or arising out of loss of my child's life or injury, damage or loss of any description whatsoever and howsoever caused which they may suffer or sustain in the course of or consequent upon my participation in the program;
6. agree that the waiver, release and discharge contained in paragraph 4 above and the indemnity contained in paragraph 5 above shall operate in favour of the Animal Welfare League Qld Inc and its employees, assigns, sponsors, agents, officers, directors and related bodies corporate (as that term is defined in the Corporations Act), each the "released persons", and shall so operate whether or not the loss, injury or damage is due or attribute to an act, neglect or omission of any one or more of the released person;
7. agree that the waiver, release and discharge contained in paragraph 4 above and the indemnity contained in paragraph 5 above may be pleaded as a complete bar to any claim, notice, demand, action, proceeding, litigation or judgment which has or may be brought or made or recovered against any or each of the released persons.

I understand that my child;

- Will be supervised directly by the AWL Work Experience Coordinator during initial training
- Will be supervised indirectly by AWL staff and volunteers during the course of the work experience and will be expected to work independently without constant instruction
- Will interact with Animal Welfare League Qld staff & volunteers
- Will interact with live animals including physical contact
- Must bring his/her own lunch and snacks for the day

NOTE: Must be filled out and signed by parent or guardian

Name: _____ Relationship to child: _____

Signature: _____ Date: _____

Personal Interest and experience with Animals

Do you have any pets at home? If yes, what type of animal, breed, age, any special requirements that you help with:

Do you have any experience working with animals or have you completed any courses in animal care and management?

What animal care position would you be interested in applying for in the future?

Are you currently working (casual or volunteer) in any animal based industry?

Have you done any in depth research or assignment papers on animals of any sort?