

# Work Experience Application Form



Please complete the following steps below:

1. Please read the United Energy Safety in the Workplace sheet attached to this form.
2. Complete the Student Section of this application form.
3. Give your teacher or coordinator the "School Information" Section to complete.
4. Return your fully completed application form to:

Diana Drozdowski  
Human Resources Coordinator  
43-45 Centreway  
Mount Waverley VIC 3149

## Student Section

Mr / Miss \_\_\_\_\_

Dates required \_\_\_\_/\_\_\_\_/2019 to \_\_\_\_/\_\_\_\_2019

Please tick preferred area:

Operations: HS & E  Asset Management  Service Delivery  Customer, Market Services

Corporate Units: IT  Finance  Facilities  Human Resources  Legal/Commercial

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode \_\_\_\_\_

Phone: (home) \_\_\_\_\_ (mobile) \_\_\_\_\_

Email: \_\_\_\_\_

D.O.B: \_\_\_\_\_

## Emergency Contact Details

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

## Medical Details:

If you have a medical condition that you think may affect your ability to undertake work experience please ensure you discuss these with your doctor and obtain advice prior to submitting your application. This is important in order for us to maximise your safety at United Energy. Please also inform us if you need extra assistance or have any special requirements or needs during your work experience period.

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# Work Experience Application Form



Please complete the following application questions

1. Why do you want to complete your work experience at United Energy?

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2. Please describe any paid employment or volunteer work you have done and what your responsibilities were?

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

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

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## School Information

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

School / Institute Name: \_\_\_\_\_

Address \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode \_\_\_\_\_

Phone: \_\_\_\_\_

Teacher/ Coordinator Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Safety in the Workplace

Welcome to United Energy. As a work experience student we would like to provide you with the most productive and beneficial experience we can offer you within our business.

As new employees join our business we aim to educate them on Health and Safety in our working environment in order to identify any hazards and prevent injuries.

As a work experience student you are responsible for your own safety while at work and are expected to:

- Observe safety instructions
- Use equipment carefully
- Report hazards and injuries

## Who is responsible for Safety?

Every single employee or person who interacts with our company is responsible for Safety. Our number one value is Safety as we aim to achieve zero harm. We also have a department HS & E (Health Safety & Environment) who have a broader focus on educating as well as maintaining safety requirements and ensuring they are consistently being met. United Energy aim to “provide and maintain so far as is practicable for employees a working environment that is safe and without risks to health” as outlined in the Occupational Health & Safety Act.

## As a Work Experience student your safety responsibility is:

- Take reasonable care to ensure your own health and safety at work and avoid adversely affecting the health and safety of others at work
- Comply with all Occupational Health and Safety legislation
- Report all incidents or potential hazards to your supervisor or the HSE team.

Please visit the [safe@work](http://www.education.vic.gov.au/safe@work/modules/general/index.asp) website and read through the General Modules that will give you a better understanding.

<http://www.education.vic.gov.au/safe@work/modules/general/index.asp>

## **What do I do if I encounter a hazard?**

If you do find yourself in a situation where it seems unsafe or you can see a potential risk please speak to your supervisor as soon as possible.

## **Will I be shown around?**

Yes, on your first day your supervisor will greet you at reception and show you all the main facilities such as kitchen and other amenities. They will introduce you to your team members and other employees who you can speak with in your supervisor's absence.

## **Bullying and Harassment**

United Energy is committed to providing and maintaining a totally non-discriminatory work environment regardless of sex, race, religion, colour, marital status, disability or national origin.

United Energy endorses a bully free environment and has no tolerance for bullying or harassment. As we aim to perform in a safe environment we also take into consideration everyone's wellbeing and their experience on a day-to-day basis.

During your time here we encourage you to look through our intranet and have a read of our policies in particular:

- Code of Conduct Policy
- Equal Employment Opportunity Policy
- Health and Safety Policy

## Frequently Asked Questions

### **Where do I go on my first day?**

Please arrive at reception by 9am. This is the ground level of our building 43-45 Centreway, Mount Waverley. When you arrive please speak to the receptionist and advise your name.

The receptionist will hand you a pass which will give you access to the building. Your supervisor will be contacted and will pick you up from reception.

### **What is the dress code?**

Our dress code here is not formal corporate attire (suit & tie) but is casual business clothing, as long as it is well presented and neat it is fine.

### **Is there anything I need to bring with me?**

There won't be anything necessary for you to bring. All stationary will be available for you.

### **What are my working hours?**

The hours are 9am til 5pm, which includes a lunch break for an hour. You are welcome to take a break throughout the day, just let your supervisor know.

### **Who is my main point of contact?**

A supervisor will be assigned to you. We will try and advise you of who they are prior to your arrival. You will be introduced to the wider team and shown around the facility. If you are unsure about any issue you may have, or have a general question please see Diana Drozdowski in Human Resources which is located on the Ground Floor. Phone number 8846 9795.

We hope you have a rewarding experience at United Energy and enjoy your time working with our team.