

Student Work Experience/ Placement Application Form



Shine Bright EYM look forward to discussing your work experience and placement opportunities. We manage 39 services across Victoria in Bendigo, Campaspe, Charlton, Mildura and Swan Hill. Shine Bright EYM is a not-for-profit community-based organisation that operates with the needs of children and families as its highest priority.

Please send your completed form to hr@shinebright.org.au so that they can put you in contact with your preferred Shine Bright Kindergarten to arrange a suitable time to meet our Nominated Supervisor, Educational Leader and staff team and confirm suitable work experience or placement dates.

Applicant Details			
Full Name		Date of Birth	
Address		Postcode	
Home Phone		Mobile	
Email address			
Emergency Contact Name		Emergency Contact Relationship	
Emergency Contact Number			
Medical condition E.g., Asthma diabetes, Anaphylaxis			
Education			
Study type - please tick one	<input type="checkbox"/> High school student	<input type="checkbox"/> Tertiary qualification	
Year level			
Name of Education Provider			
Course name			
Work Experience/ Placement Details			
Purpose of attendance	<input type="checkbox"/> Work experience	<input type="checkbox"/> Placement	
Required date/s: dd/mm/yyyy			
Total days required			
Age group (if applicable)	<input type="checkbox"/> Birth – 35 months	<input type="checkbox"/> 3–5-year-old	
Working with Children’s Check (WWCC)			
WWCC type	<input type="checkbox"/> Volunteer	<input type="checkbox"/> Employee	<input type="checkbox"/> Exempt (under 18 years of age)
WWCC number			
WWCC expiry date			
Kindergarten Preferences			
Please let us know which of our services you would prefer to complete your work experience or placement. If unavailable we will contact, you to discuss other services you may be interested in. For a full list of our services, please refer to page 2.			
Preference 1:			
Preference 2:			
Preference 3:			
<p>Would you like to be contacted about employment opportunities with Shine Bright EYM and added to our recruitment mailing list?</p> <p style="text-align: center;"> <input type="checkbox"/> YES, PLEASE <input type="checkbox"/> NO, THANKS </p>			

Student Work Experience/ Placement Application Form



Applicant Sign-off

I _____ acknowledge that the information provided in this application is true and correct to the best of my knowledge. I understand that this application is subject to approval based on availability of the services and completion of pre-placement meeting and induction. I have read Shine Bright's [Shine Bright Way](#) and [Code of Conduct](#). I understand that failure to comply with these policies may result in my placement or work experience being terminated.

Applicant signature: _____ Date: _____

Parent/ guardian signature: _____ Date: _____
(required for applicants under 18 years of age)

Please note the once completed form is received, we will contact your preferences to confirm your potential placement dates. The Nominated Supervisor of the service will contact on the number you have provided to organise an in-person pre-placement induction. Once all steps are completed, your application approval will be sent to yourself and the Nominated Supervisor. If you have any questions about the status of your placement, please email hr@shinebright.org.au or call Shine Bright Central office on (03) 5443 1229.

Our services

Bendigo – [Click Here](#) to Learn more about our Bendigo Services

Axedale	Elmore	Epsom	Flora Hill	Heathcote
Helm Street	Huntly	Kangaroo Flat	Kennington	Maiden Gully (Kindergarten)
Maiden Gully (Long Day Care)	Marong	Neale Street Nth	Neangar	Spring gully
Strathfieldsaye	White Hills			

Campaspe – [Click Here](#) to Learn more about our Campaspe Services

Echuca Central	Echuca East	Echuca South	Girgarre	Gunbower
Kyabram P-12	Kyabram – Unwin St	Kyabram - Fenaughty St	Lockington	Rochester
Stanhope	Tongala			

Swan Hill Region – [Click Here](#) to Learn more about our Swan Hill Services

Kunawaa	Nyah West	Shamrock Park	Swan Hill Nth	Swan Hill South
Woorinen South				

Mildura Region – [Click Here](#) to Learn more about our Mildura Services

Merbein	Mildura South	St Margaret's	Irymple
---------	---------------	---------------	---------

Charlton Region – [Click Here](#) to Learn more about our Charlton Services

Charlton (Kindergarten)	Charlton (Long Day Care)
-------------------------	--------------------------

Student Work Experience/ Placement Application Form



Kindergarten Use Only

Kindergarten Name:			
Educational Leader:			
Nominated Supervisor			
Pre-Placement Meeting date completed			
Induction date completed			
Signed:		Date	

Please attach induction form and send to hr@shinebright.org.au 5 days prior to commencement of work experience or placement. Once approved application is received, keep a hard-copy onsite as staff record.

Central Office Use Only

WWCC status check date			
Application Status			
Signed:		Date	