

# CERTIFICATE III AND DIPLOMA OF HOSPITALITY MANDATORY WORK PLACEMENT DETAILS / AVAILABILITY

## 1. Please fill in your details below:

Name: \_\_\_\_\_ SID: \_\_\_\_\_

CAMPUS: \_\_\_\_\_ TERM START: \_\_\_\_\_

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

Suburb: \_\_\_\_\_ Mobile/Phone#: \_\_\_\_\_

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

**Circle the days you come to class:**      MON                  TUES                  WED                  THURS                  FRI

I have my Responsible Service of Alcohol (RSA) certificate

I have my Responsible Conduct of Gambling (RCG) certificate

## 2. Do you need APC to arrange your 36 shifts of mandatory work placement for you? Note: this will be unpaid work placement.

**Yes** → What is your availability? (Tick ✓ all that apply)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Day							
Night							

Do you have your own vehicle or will you be using public transport to travel to your work placement?

I will use public transport

I will use my own vehicle

**NOTE:**

- You must provide us with your current and up-to-date resume/CV before we can arrange a work placement for you.
- You must meet minimum English language requirement & maintain good personal grooming/hygiene for APC to arrange your work placement.
- If you do not accept the work placement that APC arranges for you, you will have to arrange your own placement.

**No** → Please provide your employer details below so we can verify if it is suitable for work placement.

Company Name: \_\_\_\_\_

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

Your position: \_\_\_\_\_

Position description (what do you do): \_\_\_\_\_

Your supervisor's name: \_\_\_\_\_

Your supervisor's phone contact: \_\_\_\_\_

Your supervisor's email: \_\_\_\_\_

**Office use (APC staff only)**

Employer contacted by: Phone  Email  Visit  Date: ..... Suitable placement: Yes  No

Comments: .....