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| Student Placement |
| Application Form |

*The information provided on this form will be used by the Department of Justice and Community Safety to determine if an appropriate work experience is available for the student and will be managed in accordance with the Privacy and Data Protection Act 2014 (Vic).*

***Use this form to express your interest for work experience as part of your tertiary studies.***

***NOTE: This form is NOT required for CCS student placements, please visit***

<https://www.corrections.vic.gov.au/careers>

| Personal details | | | |
| --- | --- | --- | --- |
| **Full Name** |  | | |
| **Address (currently residing)** |  | **State:** |  |
| **Email** |  | | |
| **Contact number** |  | | |

| School or institution details | | | |
| --- | --- | --- | --- |
| **Tertiary name** |  | | |
| **Campus** |  | **State:** |  |
| **Your student ID number** |  | | |
| **Course level (example, Bachelor/Certificate IV)** |  | | |
| **Course name** |  | | |
| Major areas of study (if applicable) |  | | |
| Fieldwork placement unit code and name |  | | |
| Year level (if applicable) |  | | |
| Is this your final year of study? | **Yes**  **No** | | |
| **I require student placement experience as part of** | My secondary education.  My tertiary qualification. | | |

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| Tertiary placement coordinator details | |
| Full name |  |
| Phone |  |
| Email |  |
| **Course name** |  |

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| Placement details | |
| Placement hours required |  |
| Preferred placement dates |  |
| I am flexible with these dates | **Yes**  **No** |
| Placement experience | ***Please outline what you would like to achieve from your placement. (200 words or less)*** |

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| Preferred business unit location (please tick up to maximum 4 preferred placements): | |
| **Corporate Student Placements – TERTIARY PLACEMENTS ONLY** | |
| Consumer Affairs Victoria | doj.cav.reception@justice.vic.gov.au |
| Infringement Management and Enforcement Services | sheriffsrecruitment@justice.vic.gov.au |
| Office of the Public Advocate *(Tertiary placements only)* | natalie.tomas@justice.vic.gov.au |
| South East Metro Region (Box Hill, Dandenong, Frankston, Lilydale, Moorabbin, Ringwood and Rosebud) | dandenongjsc@justice.vic.gov.au |
| Grampians Region (Ballarat, Ararat and Horsham) | grampiansrecruitment@justice.vic.gov.au |
| Barwon South West Region (Geelong, Warrnambool and Portland) | melanie.rowe@justice.vic.gov.au |
| Hume Region (Wangaratta, Wodonga and Shepparton) | HR.HumeHumanResources@justice.vic.gov.au |
| Loddon Mallee Region (Bendigo, Mildura and Swan Hill) | loddonmallee.hr@justice.vic.gov.au |
| Gippsland Region (Bairnsdale, Morwell, Sale and Wonthaggi) | hrservices.gippsland@justice.vic.gov.au |
| Knowledge Information Technology Services (KITS) | dojkits.hrrecruitment@justice.vic.gov.au |
| **Youth Justice Student Placements – TERTIARY PLACEMENTS ONLY** | |
| Custodial Services (Parkville and Malmsbury) | yjcshr@justice.vic.gov.au |
| Community Services (South East Metro) | [southeastregionyjadminrequests@justice.vic.gov.au](mailto:southeastregionyjadminrequests@justice.vic.gov.au) |
| Community Services (North West Metro) | nwma.YJGeneralManagers@justice.vic.gov.au |
| Community Services (Barwon South West) | YouthJusticeBSW@justice.vic.gov.au |
| Community Services (Gippsland) | YouthJusticeGippsland@justice.vic.gov.au |
| Community Services (Grampians) | YouthJusticeGrampians@justice.vic.gov.au |
| Community Services (Hume) | YouthJusticeHume@justice.vic.gov.au |
| Community Services (Loddon Area) | YouthJusticeLoddon@justice.vic.gov.au |
| Community Services (Mallee Area) | YouthJusticeMallee@justice.vic.gov.au |
| **Community Correctional Services** | |
| Apply via <https://www.corrections.vic.gov.au/careers> | CCSworkforcedevelopment@justice.vic.gov.au |

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| Please complete before submitting the form | |
| *Please tick:* | |
|  | I will/will not require a suitably qualified business unit supervisor to oversee my placement.  I am/am not required to complete an assessment/project activity as part of my placement. |
|  | I consent to a National Criminal Record Check (tertiary only) |
|  | I consent to the use of information gathered by the Department of Justice and Regulation. |

I understand that it is a mandatory part of the work experience for the Department of Justice and Regulation to make various enquiries and checks about me in relation to any relevant offence history or personal associations. Provision of this information is mandatory and I understand failure to disclose all or part of any information requested may prevent my work experience being processed.

| Authorisation and consent | | | |
| --- | --- | --- | --- |
| **Name** |  | **Date** |  |
| **Signature** |  | | |

Please email this form, and the below documents to the business units email address that you have selected above.

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| **Please attach with this application form** | |
|  | Current resume |
|  | Placement endorsement and student placement learning objectives from Work Integrated Learning Coordinator |

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| Endorsement Form – Student Placement |
| Department of Justice and Community Safety |

| Details | | | | |
| --- | --- | --- | --- | --- |
| **Student full name** |  | **Date:** |  | |
| **Institution** |  | | | |
| **Qualification** |  | | | |
| **Endorser’s name** |  | | | |
| **Endorser’s role at the institution (e.g. Educator or WIL Coordinator)** |  | **Phone number:** | |  |
| **Email address** |  | | | |

I, **<name>    ,   <role>** from **<institution>** has assessed **<student name>**as having demonstrated the skills and capabilities required for them to be a suitable candidate for the department’s student placement program.

I sign below endorsing **<student name>** application for the student placement program.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date**