



WORK EXPERIENCE REQUEST

The Department of Culture and the Arts (DCA) offers short-term unpaid work experience at the following agencies:

- Art Gallery Of Western Australia – Perth Cultural Centre
- Business Support – Human Resources, Finance, Information Technology, Planning and Policy, or general clerical/administration support.
- Development and Strategy Directorate (funding agency for the Arts)
- ScreenWest (funding agency for film and television)
- State Library of Western Australia (Alexander Library)
- State Records Office (Alexander Library)
- WA Museum – Perth Cultural Centre, Maritime Museum Fremantle, Welshpool

The types of duties that are typically offered are attached.

Conditions of placement:

Work experience is offered subject to the following conditions:

- placements are only available to students of educational institutions (schools, universities) or specialised programs, as part of structured work experience programs
- personal injury insurance for the student must be covered by the relevant education institution or program
- work experience is unpaid and short-term
- work experience placements are not guaranteed, placements depend on the availability and agreement of DCA agency staff
- dress requirements during placements are neat and tidy, suitable for an office environment
- information obtained whilst undertaking work experience is deemed confidential and must not be divulged to any other party.

How to request a work experience placement at DCA:

Please give at least 4 weeks notice. The likelihood of a placement is increased if sufficient notice is given.

1. Complete all details overleaf and sign the student declaration
2. Attach your resume / CV and any introductory letters from your school/university/program
3. Send your request to:

Director: Human Resources
Department of Culture and the Arts
PO Box 8349
Perth Business Centre WA 6849

Or dcajobs@oss.wa.gov.au

Telephone enquiries to Recruitment on 9258 0655

Please indicate (tick) the agency where you would prefer a work experience placement. If you have a particular area of interest (e.g. history, archaeology, public programs) please indicate next to agency.

	AGENCY	AREA OF INTEREST (optional)
	Art Gallery of WA	
	Business Support – Administration/Clerical	
	Business Support - Finance	
	Business Support - Human Resources	
	Business Support - Information Technology	
	Business Support - Planning and Policy	
	Development and Strategy	
	ScreenWest	
	State Library of WA	
	State Records Office	
	WA Museum - Fremantle Maritime	
	WA Museum - Perth Cultural Centre	
	WA Museum - Welshpool	

Student Name _____

Home address _____

Home phone number _____

Educational Institution _____

Address _____

Course of study _____

and/or Year of study _____

School/university/program contact person _____

Phone number _____ Fax number _____

Insurance will be covered by _____

Dates Requested (please give at least 4 weeks notice)

_____ to _____

Full-time for this period? Yes No

If no, number of days/hours per week _____

Student Declaration

I have read, understood and agree to abide by the conditions stated on the first page if offered a work experience placement at the Department of Culture and the Arts.

Student Signature

Date

Educational Institution Endorsement

I endorse the above students request for Work Experience at the Department of Culture and the Arts and confirm that appropriate insurance coverage exists for this placement.

Endorsee Signature

Date

Name and position title of person giving endorsement on behalf of Education Institution

Contact No. _____

Line Manager to complete

Request accepted Yes No

If yes, please complete the following:

Supervisor for placement _____

Date From: _____

Date To: _____

Time to arrive on first day _____

Special Instructions _____

Recruitment to complete

Confirmation sent on: _____ Signature Recruitment Officer: _____