



Requests for Work Experience

Requests for work experience will only be considered for:-

- students who are required to undertake a placement as part of their tertiary studies, or
- return to work placements covered by Agency programs

All requests for work experience should be made in writing and should include the following information:-

- Your full name, address and contact telephone number(s)
- The type of work experience you are seeking (please be specific as the more information you provide the easier it will be to assist us in finding the right placement duties for you)
- Start and finish dates for the proposed or requested work experience period (we would appreciate as much notice as possible to allow adequate time to consider your request)
- The name and contact information of your educational institution; and
- A copy of the work experience authorisation and public liability insurance details of your educational institution.

Please note that while all attempts will be made to accommodate work experience requests, there may be occasions due to workload and staffing levels where it is not possible for Council to assist with work experience placements.

Requests for work experience should be addressed to:-

The Human Resources Manager
Hawkesbury City Council
PO Box 146
WINDSOR NSW 2756

Applications may also be forwarded by fax or email:-

Fax 02 4560 4000
Email council@hawkesbury.nsw.gov.au

Thank you for your enquiry regarding work experience with Hawkesbury City Council.