School Based Traineeship
Application Process

To be considered for a School Based Traineeship you are required to:

- Complete the student application form

- Write a personal letter to the Principal. **The letter to be in your own handwriting.** An outline of how to structure your letter is on the reverse side of this page.

- Submit the application form and the letter, **along with a copy of your latest school report** to Mr Todd in the Career and Vocational Education office in Student Services by 3.10pm, Friday 29 August 2014.

- School Based Trainees will be selected on the following criteria:
  - **Commitment to school program**
    - Completion of schoolwork to the best of your ability
    - (7/10 positive report comments/grades, 4/6 for Year 11’s)
    - **Acceptable school behaviour**
    - (no significant negative behaviour reports)
    - Regular attendance (85% +)
  - **Personal presentation**
    - Adherence to college dress code (85% +)
    - Presentation at interview (school uniform)
  - **Demonstrated career goals and interest in an Industry Area**
  - **Knowledge of SBT program**
  - **Support and commitment of parents**

Return to
Cameron Todd
Manager Career and Vocational Education
Geraldton Senior College
FAX: 08 9964 7939
EMAIL: Cameron.Todd@education.wa.edu.au
Your Name
Your Address

Mr. G Simmons
Principal
Geraldton Senior College
PMB 10100
Geraldton WA 6530

Dear Mr Simmons

A paragraph on why you want to do a School Based Traineeship and your knowledge of what this would involve.

A paragraph on your career goals and knowledge of the Industry Area that you would like to train in.

A paragraph describing your skills and qualities and why you would be an asset to any potential employer. (Really sell yourself!)

Yours sincerely

Your Signature

Date
School Based Traineeship
Student Application Form

Student Personal Particulars

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
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</thead>
<tbody>
<tr>
<td>Family Name</td>
<td>First Name</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>Country of Birth</td>
</tr>
<tr>
<td>Nationality</td>
<td>Aboriginal/Torres Strait Islander Yes / No</td>
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<td>Address</td>
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<tr>
<td>Phone</td>
<td>Mobile</td>
</tr>
<tr>
<td>Medicare Number</td>
<td>Hostel Student Yes / No</td>
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<td>Main language spoken at home</td>
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Parent/Guardian Particulars

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<tbody>
<tr>
<td>Surname</td>
<td>Given Names</td>
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<tr>
<td>Relationship</td>
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<td>Address</td>
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<td>Home Phone</td>
<td>Mobile</td>
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The job that I would like to be placed in for a School Based traineeship is
_____________________________________________________________________________________

What are your goals when you leave school? (Personal/Career/Further education)
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

What type or types of jobs would you hope to get after leaving school?
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Why have you applied to participate in the School Based Traineeship program?
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
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What do you hope you will gain from the program?

_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

What are your hobbies/interests/sports/community involvement?

_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

List any Work Experiences/Structured Workplace Learning placements or paid employment that you have been involved in

<table>
<thead>
<tr>
<th>Employer details</th>
<th>Type of work</th>
<th>Type of placement eg SWL, Work experience, Part time work</th>
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Have you had any preliminary discussions regarding your participation in a School Based Traineeship with any employers?

- No
- Yes  Please provide name of person and business or organization discussions have been held with._____________________________________________________________________________

Declaration
We understand that this is a first round application for School Based Traineeships at Geraldton Senior College and that submitting this form does not automatically entitle the applicant to a traineeship position. All applicants will be subject to a selection process.

Student signature ________________________  Parent/Guardian signature _______________________

Please return to Mr Todd in the CAVE
Number your 3 areas of interest 1 to 3, number 1 being your area of most interest.

- Arts, Sports and Recreation (Limited Opportunities) - Aquatics, Recreation, Fitness Instruction
- Automotive Mechanic - Tyre Fitting and Repair, Paint and Panel
- Building and Construction, General Construction, Civil Construction
- Community Services, Health and Education - Dental Assistants, Support Work, Community Services, Childcare
- Finance, Property and Business Services - Business (Office Administration, Office Clerical, Secretary)
- Food - Butcher, Baker, Pastry Cook
- Hospitality and Tourism - Waiter, Waitress, Commercial Cook, Tour Guide, Travel Consultant
- Information & Communication Technologies - Computing, Telecommunications
- Light Manufacturing - Laundry Operators, Fabric Makers, Upholsterers
- Metals, Manufacturing Services - Metal Fabricators, Welders, Boilermakers
- Primary Industry - Farm Hand, Gardener, Horticulturalist, Landscape Gardener
- Printing & Graphic Arts - Printing, Screen Printing
- Process Manufacturing - Plastics, Plant Operators
- Public Administration - Local Government Officer
- Utilities and Electrotechnology – Print production, Screen Printing, Water Operations
- Transport and logistics - Furniture Removalist, Warehousing,
- Wholesale, Retail and Personal Services - Shop Assistant, Beautician (nails, make up), Florist