



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 Mr Cameron Todd, Manager Career & Vocational Education. 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 by 3:10pm, Friday 17 August 2018.
- School Based Trainees will be selected on the following criteria:
 - **Commitment to school program**
 - Completion of schoolwork to the best of your ability
 - Positive Report Feedback
 - **Acceptable school behaviour**
 - Regular attendance (90% +)
 - Adherence to college dress code
 - 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
Email: cameron.todd@education.wa.edu.au

Your Name
Your Address

Mr Cameron Todd
Manager Career & Vocational Education.
Geraldton Senior College
PMB 10100
Geraldton WA 6530

Dear Mr Todd

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

Family Name	First Name
Date of Birth	Country of Birth
Nationality	Aboriginal/Torres Strait Islander Yes / No
Address	
Phone	Mobile
Medicare Number	Hostel Student Yes / No
Main language spoken at home	

Parent/Guardian Particulars

Surname	Given Names
Relationship	
Address	
Home Phone	Mobile

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?

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

Employer details	Type of work	Type of placement eg SWL, work experience, part-time work

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