



Administration

Larapinta Drive, Alice Springs

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ALICE SPRINGS NT 0871

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Web www.alicespringsdesertpark.com.au

Expression of Interest – Work Experience

Please read the following guidelines before completing the Expression of Interest – Work Experience form for the Park

Duties

In the Botany Unit, you will work alongside Horticulturists and perform a variety of tasks in the following areas: landscaping, nursery, records or herbarium. The type of work available depends on the projects occurring at the time of year but may include planting, preparing landscapes, weeding, potting up plants, cleaning seed or mapping work. Please note there is a limit to the number of work experience students the Park is able to take on at any one time.

In the Zoology Unit, you will work alongside Zookeepers and perform a variety of animal husbandry tasks including food preparation, enclosure cleaning, and exhibit maintenance. Please note there is also a limit on the number of work experience students that the Park can take on at any one time and so you may not be able to get in exactly when you want to.

Hours and Conditions of Work

To enable you to get the most out of your time at the Park, we require that you make yourself available for a block of full-time work for a minimum of two weeks in Zoology or one week in Botany. Alternatively you need to work on a regular day(s) of every week (e.g. every Monday or every Thursday and Saturday) for an extended period.

Work hours in the Botany Unit are generally 7.00am to 3.30pm but can vary depending on your commitments and the area in which you work. Specific arrangements can be made on the phone prior to commencing. Work hours in the Zoology Unit at 8.00am to 5.00pm.

Students undertaking work experience at the Park are expected to treat their time at the Park as if it were paid work. You must behave as if you were an employee. You must also let the unit you are working in know if you are unable to attend on any particular day. Students who do not behave appropriately will have their work experience terminated immediately.

Insurance Cover

If you are doing work experience, you must send us written evidence of the insurance cover provided by your school for your work experience at least 2 weeks prior to commencing your work experience. You cannot commence work experience until we receive this and process it through our records system. You must also bring your school's work experience form on the first morning of your work experience.

Clothing and Facilities

Please wear neat, comfortable clothes that you do not mind getting dirty. Also wear shoes which completely cover your feet and a hat. There is a staff lunchroom with fridge and tea and coffee facilities or there is also a Café on Park for lunch.

Getting To and From the Park

You must make your own arrangements for transport to and from the Park. Staff cannot provide lifts for work experience students.

For further information please contact the [Park](#).

Work Experience at the Desert Park - (Expression of Interest Form)

I am interested in carrying out work experience in the following area:

- Botany Zoology

Name..... Date of Birth.....

Street Address.....

Postal Address

Telephone..... Mobile

Email.....

Previous experience/skills/qualifications

HEALTH: (FOR INSURANCE PURPOSES THIS SECTION MUST BE COMPLETED)
Please state your present health condition (including any injuries/illnesses which may affect your capability to carry out work experience)

Name and Address of Next of Kin

Telephone..... Postcode

I, (print name) apply carry out work experience at the Alice Springs Desert Park, and I do so in understanding of the following:

- I understand that there is no remuneration associated with work experience and this application does not constitute a contract of employment.
- I understand that the information I provide will only be available to the Alice Springs Desert Park and that it may only be used for its intended purpose. For further information on the Departments' Privacy Statement can be viewed at www.nreta.nt.gov.au/copyright/privacy
- I agree to perform tasks allocated to me to the best of my ability and to follow the directions and supervision of the Alice Springs Desert Park employee appointed, from time to time, as my supervisor.
- I agree to safeguard the Alice Springs Desert Park property entrusted to me and to protect government information available to me whilst on work experience.
- I am aware that the Department's liability is limited to reasonable medical expenses.
- I am responsible for my personal property, including vehicles, at all times.
- I have provided the Alice Springs Desert Park staff with proof of identity.
- I have provided details of any injury or illness I have, current or previous, which may need to be accommodated.
- I agree to read the 'NTG Code of Conduct' and the 'About Government' booklet, and I will conduct myself appropriately in line with these guidelines. NTG Code of Conduct available at: www.nt.gov.au/ocpe/publicationsforms/conduct
- I agree to read the NT Fleet Driver's handbook and to abide by the guidelines.
- I do/do not hold a current driver's licence.

StateNumberClass Expiry Date

Signed Dated.....

I, (print name), the guardian of the above person agree to their participation for work experience at the Alice Springs Desert Park.

Dated.....

Period of Participation

SignedDate:

This section to be completed if being nominated by a Desert Park staff member

Nominator.....

Project Unit

Division:

Nominator's Signature.....Date

(Unit Head, Park Manager)

Supervisor

(Print here name of the employee responsible for administration and supervision of the work experience student)

Unit Action

- Copy to Work Experience Student
- Copy to Supervisor

Please return this form to:

Alice Springs Desert Park
PO Box 1120, Alice Springs NT 0871
Fax (08) 8951 8720 or Email asdp@nt.gov.au