

Work Experience Guidelines

Information for Applicants



The guidelines below apply to students and job seekers who wish to undertake work experience at Bowhill Engineering.

Applications can be made by submitting an **email request including prospective dates, current resume & short detail on reason for interest in work experience** to our **HR Manager, Samantha Krollig via sam@boweng.com.au**. **School students should include a Workplace Learning Agreement form** from their school. Applications to specify the trade of preference: i.e. Administration, Project Management, Metal Fabrication, Surface Treatment (Spray paint/abrasive blast).

Work experience placements are highly sought after and places are limited, unfortunately not all requests can be accommodated. Work experience offers an invaluable opportunity to get "your foot in the door" towards school leaver/ adult apprenticeship possibilities and an opportunity to show genuine passion for the metal fabrication trade.

Bowhill Engineering are an equal opportunity employer, actively encouraging diversity in our workforce. Aboriginal and Torres Strait islander are encouraged to apply.

Work experience is un-paid and Insurance is via school work experience, job active provider and/or personal insurance is recommended.

Criteria for ALL work experience applicants:

All work experience participants must:

- Display a genuine interest in work experience sought, ie may be displayed via communication in application of any hands-on work completed; list any previous work experience or study being completed (Metal Fabrication ie metal tech, Cert II Engineering favourable but not a requirement.)
- Students must **be studying or completed Year 10**;
- Be a **minimum age of 15 years old**;
- Jobseekers, Year 10 completion or undertaken equivalent post-secondary training where Year 10 was not initially obtained;
- A **minimum of 4-6 weeks' notice** of any preferred dates for work experience is preferential.
- Be aware that preferred dates may not be suitable to Bowhill Engineering, however we will try our best to suit, including school term or school holiday requirements.
- Be able to provide their own transport whether by family member or own transport (if appropriately licensed);
- Complete Bowhill Engineering induction training on arrival.
- Provide and complete all approval documentation (e.g. Workplace Learning Agreement Form/Feedback Report/etc) as required by the school (where applicable);
- Be aware that a work experience arrangement may be terminated at any time at the discretion of Bowhill Engineering, due to business, operational or performance reasons.

Due to the nature of trade work and associated risks at Bowhill Engineering, there will be some requirements for basic PPE to be supplied by applicant, ie work pants, long sleeve shirt and steel cap boots. Further PPE will be supplied by Bowhill Engineering as communicated by Work Experience Confirmation letter.



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