

Work Placement Enquiries

Thank you for your enquiry regarding work experience at our clinic.

As we are only a small business we have limited places available for students only taking 1 student per week from High Schools in years 10 and above as well as TAFE/University Students.

We only accept students from local high schools or who are clients of our practice.
To be considered for work experience placement, please follow the protocol below:

1. All students should contact their work placement co-ordinator to advise them that they wish to apply for work placement at our clinic and to find out their relevant dates. Do this early as places are limited and fill up very quickly
2. All applications MUST be in writing in the form of either a letter or email detailing:
 - ~ Why you wish to do work placement in a small animal veterinary clinic
 - ~ What dates you wish to do your work experience
 - ~ What school/TAFE/Uni you are attending and your year you are currently in
 - ~ Your possible career ambitions or what course you are enrolled in
 - ~ Any previous experience that has influenced your choice in working here
 - ~ Contact details of your work placement co-ordinator
 - ~ Contact details for yourself during and after school/work hours
3. Your application can be given either in person, posted or emailed to the clinic. Please make it attention to Kim Norton.

Post/In person: 18 Alexandra Street, Melton Vic 3337

email: kim@meltonvet.com.au

Students will be selected from their letters and asked to attend **an interview and 1-2 hour trial** prior to being approved for placement. Students are encouraged to treat this interview like a job application.

We naturally prefer to give our placements to students who are enthusiastic and genuinely interested in following either a veterinary nurse or practitioner career path.

Good luck in your application and best wishes for your future!

Kimberley Norton
Senior Veterinary Nurse and Work Experience Co-ordinator
Melton Veterinary Clinic

Dr. David Hang & Associates
18 Alexandra Street, Melton, Vic 3337
Telephone (03) 9743 4413 Facsimile (03) 9743 7260
A.B.N. 72 733 096 658



Work Placement Application Form

Students Full Name: _____

Students Phone Number: _____

Students Year Level OR TAFE/Uni Year: _____

School/TAFE/University Name: _____

School Address: _____

School Phone number: _____

School Work Experience Coordinator/teacher: _____

Date you require for work experience: _____

Today's Date: _____

Reason you are applying for work experience here or attach a cover letter:

Office use only	
Date Received: _____	Received by: _____
Interview date: _____	
Interviewed by: _____	Accepted: Yes / No
Resume received: Yes / No	
Medical Form Completed: Yes / No	



Student Medical Form

Your name: _____ Age: _____

Address: _____

Phone Number: _____

Please list down any medical or other conditions suffered by the student, which may increase their potential for an adverse experience.

I, _____ the legal guardian of _____ accept the right of the staff of Melton Veterinary Clinic to refuse a placement for work experience, if they feel it is potentially not in the best interest of my child.

I also hereby authorise the staff of Melton Veterinary Clinic to authorise any medical or surgical treatment required for his/her care during the period of work experience.

Emergency Contact

Name: _____

Relationship to Student: _____

Address: _____

Home Phone Number: _____

Work Phone Number: _____

Mobile Phone Number: _____

Ambulance Cover: Yes / No (please circle)

Signed: _____ Date: _____

Witness: _____ Date: _____