

## HOST EMPLOYER AGREEMENT

### SWL WORK PLACEMENT DETAILS

Employer (business) name:

Type of industry:

Student's work location address:

Number of employees:     <6                       6-20                       21-100                       >100

Placement mode:     SWL                       SBAT                      SWL work hours:

Are you able to take multiple placements?                       Yes                       No

### CONTACT DETAILS

	WORKPLACE CONTACT	WORKPLACE SUPERVISOR
Name:		
Position:		
Mobile / Phone:		
Email:		

### HOST EMPLOYER ACKNOWLEDGMENT

As a person authorised to sign on behalf of my organisation:

I agree with the Host Employer roles and responsibilities of the Geelong Region LLEN Structured Workplace Learning Program, and (*tick relevant box*):

I agree to have my business details and SWL opportunities published on the SWL statewide portal; or

I agree to have my SWL opportunities published on the SWL statewide portal.

Name:

Signature:

Position:

Date:

PLACEMENT DETAILS	
(eg ICT, plumbing, hospitality - kitchen)	
Tasks that students may undertake	
Please detail any special requirements you may have (eg protective clothing)	
How many students would you like to host over the year?	
Employer's work address	
Would you consider hosting a student with special requirements? # (please tick)	Disability
	Refugee / English As An Additional Language
	Aboriginal / ATSI
<i>#This will be discussed with you prior to placement</i>	
PLACEMENT OPTIONS	
I prefer to host students on	One week blocks
(please tick)	One day a week (circle your preferred day/s) Mon   Tue   Wed   Thur   Fri
	Either option
I can host students during*	Anytime of the year - 2017
	Term 1: 2 February – 31 March
	School Holidays: 3 April – 14 April
	Term 2: 18 April – 30 June
	School Holidays: 3 July – 14 July
	Term 3: 17 July – 22 September
	School Holidays: 25 September – 6 October
	Term 4: 9 October – 22 December

Geelong Region LLEN thanks you for completing this form and your willingness to host a student on work placement.