# Work Placement Application

Please read State Records’ Work Placement Policy before completing this form. Applications should be submitted at least one month prior to the desired placement.

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Email: |  |
| Phone: |  |

**Placement Type**

State Records provides a variety of work placements. This includes but is not limited to placements for students and graduates of archives or records/information courses, experienced professionals seeking practical experience in the South Australian context, and secondary students.

Please indicate what type of placement you are seeking, including if your placement is a mandatory part of an archives or records/information management course.

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|  |

**Educational Institution** (if applicable)

|  |  |
| --- | --- |
| Name of institution: |  |
| Contact name: |  |
| Contact phone/email: |  |
| Title and code of course: |  |

**Placement Details**

|  |  |
| --- | --- |
| Preferred dates: |  |
| Learning objectives: |  |

**Insurance Details**

Participants must have public liability insurance in place for the duration of the placement. Proof of insurance must be provided with this application. If insurance cannot be provided by the applicant approval will be required to access the State Records of South Australia public liability insurance.

I confirm that I have public liability cover in place to cover the proposed placement dates.

I seek approval to access the State Records of South Australia public liability to cover my proposed placement dates.

**Areas of Interest**

Please let us know the kinds of tasks and activities you are interested in undertaking during your placement.

Records appraisal

Records arrangement and description

Records boxing and listing

Records disposal

File capture and classification

Freedom of Information advice

Records conservation

Policy development

Records retrieval

Research/reference advice

Records indexing/transcription

Office administration

Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Lodging Your Application**

Email this form along with any supporting documentation to staterecords@sa.gov.au or post it to State Records of South Australia, GPO Box 464, Adelaide SA 5001.

**Need further assistance?**  
**Tel** (+61 8) 8204 8791  
**Email** staterecords@sa.gov.au  
**Web** [www.archives.sa.gov.au](http://www.archives.sa.gov.au)

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| --- | --- | --- | --- |
| Date approved | Approved by | Date for review | Version |
| 9 July 2020 | Director | 9 July 2022 | Final v2 |