



Unique Indoor Cattery

WORK PLACEMENT REQUEST FORM

Student

Mr/Mrs/Miss/Ms/Other _____ First name	Family name	
Address	Suburb	Postcode
Phone number	Date of birth / /	
Email		

Emergency Contact

Name	Relationship
Phone number	Email

Student Details

School/Organisation	Ph:
Course/Year level	
Course trainer/teacher	Ph:
Amount of hours required	
Preferred set of dates to complete work experience	
2 nd preference	

What motivated you to want to do work experience at Cat Napping?

What do you know about Cat Napping?

Have you volunteered or worked in a similar place before (animal boarding, shelters etc)? If so, where and when?

Do you have any existing conditions that may affect your ability to perform physically demanding tasks, or that may be aggravated by performing such tasks? If so, provide details.

How could you tell if a cat was ill, what signs would you look for?

TERMS AND CONDITIONS

Please note approval of requests are at the discretion of Cat Napping Suburban Retreat

The hours required are 9:00am-1:00pm on your assigned days.

You are required to wear neat casual clothing suitable for physical work. Enclosed foot wear is essential.

The terms below apply to all students within Cat Napping for the duration of their placement.

By commencing work experience at Cat Napping Suburban Retreat you agree to follow these guidelines to ensure the highest level of care is given to the guests of Cat Napping.

Conducting placement with us no way guarantees that a paid position will be offered in the future. Work cover is not available; however, insurance should be provided by your registered training facility.

If you are unable to attend a scheduled placement day or will be arriving late please contact the cattery and leave a message (if after hours) as soon as possible. To do so contact your designated location via phone or email info@catnapping.com.au.

You must follow Occupational Health and Safety Requirements at all times. Follow the routine of the workplace and follow the instructions of staff at all times. Failure to do so will result in immediate termination from your work placement.

Respect confidentiality: Do not convey to any person outside of the business, via social media or any other means, any knowledge or information of a confidential nature which is gained for and after the duration of placement.

Cat Napping reserves the right to terminate a work placement position at any time and for any reason as determined by management. While working at the cattery you are not permitted to give out any information to customers. All enquiries should be forwarded to a staff member.

Take care of, and respect employers and other people's property. Show respect for animals, customers, staff at all times. Ask for help as required and work within the team.

**Please complete form and email back to
info@catnapping.com.au with subject
heading: Work Experience Request**

Signed: _____
(Student)
Date: / /

If approved-
Signed: _____
(Cattery Supervisor)
Date: / /

