

Work experience application form

About the National Museum of Australia

The National Museum of Australia brings to life the rich and diverse stories of Australia through compelling objects, ideas and events. We focus on First Nations histories and cultures, European settlement and our interaction with the environment.

The Museum interprets Australian social history by revealing the stories of ordinary and extraordinary Australians, promoting the exploration of knowledge and ideas, and providing a dynamic forum for discussion and reflection.

Work experience at the Museum

The Museum is committed to supporting students in their studies. Students over the age of 14 are eligible to apply if they are seeking a work experience placement formally sponsored by their school.

Successful applicants undertake work experience for a period of one week, Monday to Friday, 8.45am to 5.15pm, unless otherwise negotiated. The Museum will communicate with the student and work experience coordinator to arrange placement dates. Please note that placement dates are determined in accordance with your indicated availability and the Museum's requirements.

The Museum is an Australian Government Agency and work experience participants are required to uphold the Australian Public Service Code of Conduct while working at the Museum. Read the [Code of Conduct](https://www.apsc.gov.au/working-aps/integrity/integrity-resources/code-of-conduct) at <https://www.apsc.gov.au/working-aps/integrity/integrity-resources/code-of-conduct>

Aboriginal and/or Torres Strait Islander people and those from culturally diverse backgrounds are encouraged to apply.

Privacy statement

The personal information we collect and hold about you will only be used for the purpose of administering your application for a work experience placement with the Museum.

If we do not collect this information, we will not be able to process your application for a work experience placement.

We will not otherwise disclose your personal information to anyone unless you consent, or we are required or authorised by law (including the *Privacy Act 1988*) to do so.

The Museum's privacy policy explains how you may access or seek correction of your personal information and how we will deal with privacy complaints. The privacy policy is available at <https://www.nma.gov.au/privacy>

We take your privacy very seriously. If you have any questions, please contact Recruitment on 02 6208 5094 or recruitment@nma.gov.au.

Contact us

For more information, please contact Recruitment on 02 6208 5094 or recruitment@nma.gov.au.

About you

Contact details

Name		Phone	
Email		What school year are you in?	
Name of school			
School address			
Do you identify as Aboriginal and/or Torres Strait Islander?	☐ No	☐ Yes, Aboriginal	☐ Yes, Torres Strait Islander ☐ Yes, both
Do you require any reasonable adjustments for your work experience placement?	☐ No		☐ Yes
If 'Yes', please provide more information about reasonable adjustments			

Work experience

Tell us in 100 words or less why you would like to participate in work experience at the National Museum of Australia?			
Your preferred dates for completing a one-week block of work experience Monday to Friday, 8.45am to 5.15pm	First preference		
	Second preference		

Educational institution

Work Experience Coordinator

Name		Title	
Phone		Email	
Insurance cover provided by educational institution	☐ Yes		☐ No

We regret we are unable to assist directly or financially with accommodation, living or travel costs.

Email your completed application form to recruitment@nma.gov.au