

## Graduate Placement Request Form

### Personal Details:

<b>NAME:</b>			
<b>CONTACT NUMBER:</b>		<b>EMAIL ADDRESS:</b>	
<b>PERSONAL ADDRESS:</b>			

### Placement Details:

<b>POSITION REQUESTED:</b>		<b>REQUESTED DEPT:</b>	
<b>HOSPITALITY SCHOOL:</b>			
<b>INDUSTRY PLACEMENT AVAILABILITY DATES:</b> <small>(DATE YOU'RE AVAILBLE TO START AND FINISH WORK IN DARWIN IF SUCCESSFUL)</small>	<b>Date available to start work:</b>		
	<b>Work Placement end date:</b>		
<b>NUMBER OF WORK HOURS REQUIRED:</b>			

### Graduate Placement Advisor Details:

<b>NAME:</b>	
<b>CONTACT NUMBER:</b>	
<b>EMAIL ADDRESS:</b>	

**I am currently employed at Mindil Beach Casino & Resort**

**I am not an employee at Mindil Beach Casino & Resort**

**Please attach your cover letter, resume & Student Work obligation letter from your Hospitality School to this request form and e-mail to: [MBCR-HumanResources@delawarenorth.com](mailto:MBCR-HumanResources@delawarenorth.com)**

I \_\_\_\_\_ authorise Mindil Beach Casino & Resort to review my requesting letter and if necessary to speak to my Graduate Placement Advisor relating to this request.

**Requesting**

\_\_\_\_\_ Your Name

\_\_\_\_\_ Signature

\_\_\_\_\_ Date

**Please provide justification for your Graduate Placement at Mindil Beach Casino & Resort:**

Why do you want to complete your graduate placement at Mindil Beach Casino & Resort?

What would you like to learn during your graduate placement?

What criteria's must you complete during your graduate placement?

**MINDIL BEACH CASINO & RESORT OFFICE USE ONLY**

**Human Resources & Departmental Manager Approval**

Yes, I understand the requirements and I would like to take this employee for their Industry Placement.

No, unfortunately I am unable to fulfil this request and I am not able to take this employee for their prospective Industry Placement.

**Authorisations:**

**Department Manager** \_\_\_\_\_  
Name Signature Date

**Human Resources Coordinator** \_\_\_\_\_  
*(For VISA purposes)* Name Signature Date

**Learning & Development Advisor** \_\_\_\_\_  
Name Signature Date

**Human Resource Manager** \_\_\_\_\_  
Name Signature Date