

**Jeffrey Cheah School of Medicine and Health Sciences (Psychology)
Monash University Malaysia**

VOLUNTARY WORK PLACEMENT APPLICATION FORM

- In order to be considered for a placement, you must submit a signed and completed application form, a cover letter and your resume together with two academic reference letters to the Course Management Office (Psychology) no later than 31 October
- All application items must be submitted as a complete package. An incomplete application will not be reviewed.
- Please refer to the “Application Guidelines for Students” for more information.

APPLICANT DETAILS

Title: Mr / Ms Name: _____ Monash ID: _____

Course: _____ Passport/NRIC: _____

Correspondence Address: _____

Monash Email: _____ Nationality: _____

Telephone No: _____ (Home) _____ (Mobile)

Emergency contact: _____
Name Relationship Contact number

PROPOSED PLACEMENT DETAILS

Organisation Name: _____

Organisation Contact Person Details

Name: _____

Organisation Address: _____

Organisation Contact No: _____ (Office) _____ (Fax)
_____ (Email)

Proposed Period of Placement: _____ (start date) _____ (end date)
(maximum 3 months)

Privacy Statement

The information on this form is collected for the primary purpose of assessing applications for the voluntary placements and may be retained by the University for the duration of your enrolment. Please note that the information will also be used to contact the proposed organisation and monitor placement applications. Personal information may also be disclosed to any other organisation that offers suitable work placement opportunities.

APPLICANT'S DECLARATION

I certify that all the statements in this application and documents submitted are true and complete to the best of my knowledge. I understand that a false or incomplete answer may be grounds for not considering me or a reversal of any decisions made.

Applicant's Signature: _____

Date: _____

FOR OFFICE USE ONLY

1. Application Checklist:

- Application form signed and completed
- Cover letter and resume (Passport size photograph to be inserted)
- 2 academic reference letters

2. Assessment of Eligibility:

- Approved
- Rejected

Comments:

Work Placement Coordinator's Signature: _____ Date: _____

- Outcome to applicant informed on: _____ (Call / Email / Personally)

3. Acceptance Checklist:

- Acceptance form signed and completed (issued by the organisation)
- Indemnity form signed
- Callista entry on: _____ by _____

4. Completion of Placement Checklist:

- Evaluation form (completed by the organisation)
- Certificate of placement (completed by the organisation)
- Callista entry on: _____ by _____