CCCH Internship Program Expression of Interest Form

The CCCH Internship program provides an opportunity for undergraduate students to gain practical experience in the research and evaluation industry. Priority is given to students who are seeking an internship that will be counted towards the completion of their degree.

To be considered for a placement at CCCH, please email this completed form and your respective attachments to exec.ccch@mcri.edu.au

*\*Please note this is not a clinical placement, the Internship Program operates in the research and evaluation arm of our Centre.*

## Your details

|  |  |  |
| --- | --- | --- |
| Surname |  | |
| First Name |  | |
| Phone |  | Mobile |
| Email |  | |
| Postal Address |  | |

## About your studies. You must be a current student to apply for our internship

|  |  |
| --- | --- |
| Name of tertiary institution where you are currently enrolled |  |
| Current degree (include honours and majors applicable) |  |
| Date due to complete |  |
| Details of any other educational qualifications, including conferring institution and date of completion |  |

## Checklist of attachment requirements

|  |  |
| --- | --- |
|  | CV (maximum 2 pages) |
|  | Academic transcript or copy of results |

## Personal statements

**Please state why are you interested in undertaking an internship at CCCH?** (Note: our internships are offered within the research and evaluation arm of CCCH: there is no client contact)

**Is there a particular CCCH project or area of work you are interested in contributing to?**

**What skills do you hope to develop during the internship?**

**What are your future career and/or study plans?**

**How did you learn about the internship opportunities offered at CCCH?**

Internet search

Recommendation via your University

Recommendation via colleague or friend

## Other (please specify):

## Availability and timeframe preferences

**1. Please indicate the timeframe you wish to/can spend at CCCH (e.g. March to June or July to September).**

**2. Please select the number of hours/days per week you will be available. Please note we only offer this program for two or three days per week.**

15 hours/ 2 days per week

22.5 hours/ 3 days per week

**3. Please state your preferred days and note any days of the week you may not be available (the Centre is only open Monday-Friday general office hours).**

*\*Please note that the CCCH does not recommend full-time university students committing more than 15 hours per week to an internship placement in the interest of their academic performance.*

## Official requirements

**1. Do you have a current Working with Children Check (WWCC)?**

Yes. If accepted into a placement you will need to add MCRI as an employer for volunteer work prior to commencing at CCCH at any Australia Post Office or via the [WWCC online portal](https://service.vic.gov.au/services/working-with-children-check-update-details/home).

No. If successful at interview, you will need to apply for a WWCC prior to commencing at CCCH.

**2. Are you are Australian Citizen or Permanent Resident?**

Yes. If accepted into a placement you will need to provide 100 points of ID for MCRI to do an online Police Clearance Check on your behalf.

No. If successful at interview, you need to have a current visa that allows you to work in Australia at CCCH as an unpaid volunteer.

If you are currently overseas you will need to:

* organise a Police Clearance Check in your home country or
* organise a Police Check with the Australian Federal Police if your home country does not issue Police Clearance Checks.

See [www.afp.gov.au/what-we-do/police-checks](http://www.afp.gov.au/what-we-do/police-checks)

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