



# IGNATIUS PARK COLLEGE REGISTRATION FORM

---

## Ignatius Park College Commitments & Expectations

---

*Ignatius Park College supports Indigenous youth, who are 25 and under, to realise their career potential and make positive contributions to local business and industry.*

*Before entering into and registering for the Jobs4U2 – J2J programs (Education, Training, Employment, Driver Skills, Leadership and Scholarships), there are program expectations that you will need to consider.*

# IGNATIUS PARK COLLEGE REGISTRATION FORM

## COMMITMENTS

### What you can expect of us at Ignatius Park College

In assisting you to achieve your goals, you can expect that **we will**:

1. Have suitably trained and qualified staff to support & encourage you to reach your career goals.
2. Always act in a respectful and courteous manner.
3. Be honest, fair and professional in our dealings with you and others on your behalf.
4. Not promise anything that we can't deliver on.
5. Do what we say we will do and follow through on our activities within 2 weeks.
6. Maintain regular contact with you, as agreed in your Individual Client Plan.
7. Ensure that activities are conducted in safe environments.

### What we will expect of you

In achieving your goals, we expect that **you will**:

1. Genuinely want to improve yourself and are willing to put in the effort to maintain or better your education, training or employment.
2. Demonstrate respect and good manners to yourself, other participants, the IPC staff and others involved.
3. Model good behaviour through the way you dress, your words and actions.
4. Be an active participant in set activities and contribute in a positive manner to assessments, industry tours, career expos, work placements, program evaluation etc.
5. Maintain regular contact with IPC staff and attend set appointments and activities, as will be set out in your Individual Client Plan. If unable to do so, contact IPC - J2J staff.
6. Return paperwork fully completed.
7. Ensure that you are honest in your dealings with Ignatius Park College.

# IGNATIUS PARK COLLEGE REGISTRATION FORM

## YOUTH PARTICIPANT INFORMATION

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_ Post Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Gender: Male  Female  Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Age: \_\_\_\_\_

Are you of Aboriginal and/or Torres Strait Islander descent? Yes  No

Parent/Guardian Name: \_\_\_\_\_

## INFORMATION REQUIRED

IPC can assist you to obtain the following documents. Please indicate if you have these or not.

	<b>YES</b>	<b>NO</b>		<b>YES</b>	<b>NO</b>
Tax File Number:	<input type="checkbox"/>	<input type="checkbox"/>	Confirmation of Aboriginality:	<input type="checkbox"/>	<input type="checkbox"/>
Full Birth Certificate:	<input type="checkbox"/>	<input type="checkbox"/>	Current Drivers Licence:	<input type="checkbox"/>	<input type="checkbox"/>
Bank Account:	<input type="checkbox"/>	<input type="checkbox"/>	Resume:	<input type="checkbox"/>	<input type="checkbox"/>

## IK PARK COLLEGE PROGRAM SELECTION

Please indicate which IPC Program/s you are interested in.

Program	Details
<b>Scholarships:</b>	<input type="checkbox"/> Name of School/Institution: _____
<b>Education:</b>	<input type="checkbox"/> Name of School: _____
<b>Training:</b>	<input type="checkbox"/> Name of Institution: _____
<b>Youth Leadership:</b>	<input type="checkbox"/> Name of School: _____
<b>Driver Skills:</b>	<input type="checkbox"/> Learners (Ls) <input type="checkbox"/> Probationary (Ps) <input type="checkbox"/> <input type="checkbox"/> Full Licence <input type="checkbox"/>
<b>Employment:</b>	<input type="checkbox"/> <b>Seeking Employment:</b> Casual <input type="checkbox"/> Part Time <input type="checkbox"/> Full Time <input type="checkbox"/> Traineeship <input type="checkbox"/> Apprenticeship <input type="checkbox"/> <input type="checkbox"/> <b>Current Employment:</b> Casual <input type="checkbox"/> Part Time <input type="checkbox"/> Full Time <input type="checkbox"/> Traineeship <input type="checkbox"/> Apprenticeship <input type="checkbox"/> Name of employer: _____ Job Title: _____

# IGNATIUS PARK COLLEGE REGISTRATION FORM

## AGREEMENT & DECLARATION

I \_\_\_\_\_ (insert name) in registering for the Ignatius Park College Programs declare that:

- I am of Aboriginal and/or Torres Strait Islander descent
- I understand that any financial support from IPC must relate to activity in my Individual Client Plan, that IPC will only cover to a maximum of 75% of any item and that approval is gained before purchase
- I am aware that, if I fail to keep my commitments, I will be asked to improve and that failure to do this could mean being asked to leave the program
- **I/we give the Ignatius Park College Program permission for any interviews, photographs, film or video images to be used for the purposes of training and promoting the IPC programs.**
- **I/we give permission for Ignatius Park College – Journey 2 Jobs staff to transport my child for the purpose of participating in the J2J program.**

Please tick all the programs that you will be and are likely to be involved with this year.



**Education Program:** I/we agree to authorise Ignatius Park College to obtain information and documents included:

- School reports and attendance records
- Education Learning Plans



**Training Program:** I/we agree to authorise Ignatius Park College to obtain School Reports and attendance records for the purpose of Accelerated Learning Program.



**Driver's Program:** I/we agree to:

- Provide Ignatius Park College with proof of information in relation to licensing documentations.



**Employment Program:** I/we authorise Ignatius Park College to release my personal information for the purpose of gaining employment by way of:

- Post, fax, e-mail or discussion of my resume with prospective employers
- Providing information to the statutory bodies, to enable statistics about employment agencies and their clients to be compiled

**Signature:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Parent/Guardian (If youth participant under 16):**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

# IGNATIUS PARK COLLEGE REGISTRATION FORM

## IGNATIUS PARK COLLEGE PRIVACY & CONFIDENTIALITY STATEMENT

The Ignatius Park College Program and all sub programs (Education, Training, Employment, Driver Skills) conducted by IPC will take reasonable steps to ensure that any of your personal information that we collect, store, use or disclose is accurate, complete and up to date.

The Jobs4U2 – J2J Program conducted by IPC – J2J will take all reasonable steps to protect your personal information from misuse, loss and from unauthorised access and/or modification.

### Ignatius Park College Staff Member:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

**I have read and understand the above statement.**

### Youth participant:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

### Parent/Guardian (If youth participant under 16):

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

Relationship

to youth: \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_ Post Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_