WORK PLACEMENT APPLICATION FORM

CAREERS: The Next Generation

Congratulations! You have made an investment of a lifetime and a great choice to enhance your future career. Please contact your school coordinator or local CAREERS director for additional information.

Student Information		
Last Name:		**First Name:**
Address:		Gender: ☐ Male ☐ Female
City:		Postal Code:
Email:		Home phone:
School Name:		Cell phone:
Birth Date:	AB Student ID[1]:	Fax number:
Anticipated Year of Graduation:	If you wish to identify yourself as aboriginal, please check one of the following: (Information is for statistical purposes only.) ☐ First Nations - Status ☐ First Nations - Non Status ☐ Inuit ☐ Metis	

Program Information
☐ Registered Apprenticeship Program (RAP); specify trade:
☐ Co-op Apprenticeship Progarm; specify trade:
☐ Alberta Roadbuilders and Heavy Construction
☐ Forestry Education Youth Initiative
☐ Health Services Youth Initiative
☐ Production Field Operations
☐ Gas Process Operations
☐ Power Engineering Program

Additional Information
Are you able to provide full-time availability during the summer? ☐ Yes ☐ No If no, please give details:
Any planned period of absence this summer? If yes, when:
Driver's License? ☐ Yes ☐ No Learner's? ☐ Yes ☐ No If no to both, when do you plan to get your learner's?
Will you be able to arrange transportation to and from your worksite on a daily basis? ☐ Yes ☐ No Some placements are in industrial areas not well serviced by public transportation. Attempts to make placements as close to student's home addresses will be made; however, this can not be guaranteed. If there are other locations that are simple for you to commute to (close to parent workplace), note them here:
Are you interested in working part time during your school year? ☐ Yes ☐ No
Are you interested in working a full-semestered cycle if available? ☐ Yes ☐ No Some schools can arrange a student course schedule such that they can work one semester and attend school the other semester in any given school year.

Student Agreement:

I, the applicant, certify the information given in and with this ***application, resume, and cover letter*** *is true and complete to the best of my knowledge and that it may be viewed by employers for the purpose of determining potential placements.*
I agree to attend any safety courses or prerequisite courses or sessions as required for individual programs.
I understand that applying for any off-campus program does not guarantee that I will receive a placement.

Student Signature _____ Date _____

The information contained herein may be used by CAREERS: The Next Generation for career choice updates or to request further involvement with your program (ie. video productions, success story quotes & statistical analysis). If you do not wish to be contacted, please check here: ☐

[1] The Student ID may be found on student's report card or at www.education.gov.ab.ca, go to student, number, learner registry, follow instructions

Please forward your application through your school coordinator to your local CAREERS team member.

Parent/Guardian Information	
Parent 1 Name:	Parent 2 Name:
Home Phone:	Home Phone:
Work Phone:	Work Phone:
Cell:	Cell:
Email:	Email:

As the internships provide real job experiences, students are treated like young adults, expected to show maturity and sound judgment. This is an excellent opportunity for your son/daughter to gain confidence in making an educated career choice from their experience with the program. Acceptance is based on your son/daughter's expressed interest in this program, meeting the program criteria, and having the application approved by the applicable school coordinator. Final decisions on placements are made by the employer through the interview process.

Please review the following, and sign / date the bottom of this page:

Transportation

Many worksites are located in areas not serviced by public transportation.

If accepted into the program, what method of transportation will your student use to get to the place of employment?

☐ Has own automobile ☐ Public Transportation only

☐ Parent will drive ☐ Other _____

Availability

Employers expect a student to be available to work throughout the summer.

Please indicate any interruptions that might impact your student's time at the workplace:

☐ My son/daughter plans to attend Summer School.

☐ We plan a family vacation. Dates include: _____ to _____

☐ My son/daughter has other commitments throughout the summer. Explain and list time/date commitments:

_____

Placements

Off-Campus programs are dependent on the availability of suitable worksites. Employers often request interviews and retain the right to select candidates. Every attempt will be made to offer opportunities to each student that applies and is accepted into the program; however, neither the School nor CAREERS: The Next Generation can guarantee that every student will be placed.

- ✓ If you know of a placement opportunity for your student, please contact your school coordinator or your local CAREERS director with information on that placement and they can assist in securing that placement for your student.
- ✓ If you are an employer that would consider taking a student, please contact either the School or your local CAREERS director for more information on the program and how you can get involved in assisting young people make educated choices about their careers.

Parent / Guardian Agreement

I acknowledge and agree to the above terms.

I agree that the application along with the submitted resume and cover letter may be viewed by employers for the purpose of determining potential placements.

_____ _____

Parent Signature (Print name below) Date

_____

The information contained herein may be used by CAREERS: The Next Generation for career choice updates or to request further involvement with your program (ie. video productions, success story quotes & statistical analysis). If you do not wish to be contacted, please check here: ☐

FORESTRY EDUCATION YOUTH INITIATIVE
APPENDIX I: PROGRAM SPECIFIC INFORMATION

Thank you for your interest in the Forestry Education Youth Initiative. This program is a result of a collaborative partnership between CAREERS: The Next Generation, School Districts, and Employers. It provides students an opportunity to gain work-based learning experiences in the Forestry Industry. Worksites are approved, a learning plan established, the student's experience is supervised by a teacher, and the student may earn high school and post secondary credits. This is an incredible chance for students to explore a career in this industry and enhance career development. The following is provided as application and instruction for the program.

Complete and attach **in the order listed. Check each item off** as you complete and attach it.
Only completed application packages will be considered.

- ☐ Work Placement Application Form
  - ☐ Cover Letter
  - ☐ Resume
- ☐ Appendix I: Program Specific Information
  - ☐ School, Applicant, & Health Information
  - ☐ Parental Support
  - ☐ General Questions Relevant to the Program
  - ☐ Work Skills & Employability Skills
  - ☐ Attachments
    - ☐ Statement of Marks
      Counselor must sign the copy from Alberta Education Extranet or from the school's report program. Counselor should indicate current mark in each current course or mid-term mark.
    - ☐ Timetable
    - ☐ Record of School Attendance
    - ☐ Three Year High School Plan (Signed by Counselor)
    - ☐ Recommendation Forms
      - ☐ Teacher
      - ☐ Community Member
      - ☐ Off Campus Education Coordinator
        To be completed by the from Off Campus Education Coordinator following the review of he student's package with counselor.

Tips for creating a cover letter and resume

- ✓ Usually, cover letters should be company specific, but in this case, **address your cover letter** to either CAREERS: The Next Generation or your off-campus teacher.
- ✓ Include the following **information in your resume**:
  - Employment / Work Experience / Volunteer Record
  - Relevant courses you have taken or are taking currently
  - Extra curricular activities – especially those that show employability and specific skills
  - Special skills, courses, certificates (ie. WHIMIS, First Aid, Drivers License, etc) – Attach a photocopy of valid certificates.
- ✓ Include the following **information in your cover letter**:
  - Future Plans: Know what you want to do after high school? Any thoughts on long term career plans?
  - Reason for applying for the program: Why are you a good candidate for this off campus program?
  - Why do you want to be involved in the program?
  - What interests you in this industry? What is your long term goal?
- ✓ **Your cover letter and resume should not be more than TWO pages in length**
- ✓ Someone should **proof read** your documents! Sign the letter and **include a phone number** for the employer to reach you!

School Information

School: _____

School representative responsible for the Forestry Education Youth Initiative: _____

T: _____ C: _____ E: _____

School representative responsible for mentorship of the **summer** portion of the program: _____

T: _____ C: _____ E: _____

Applicant Information

Last Name: _____ First: _____ Middle: _____

T: _____ C: _____ E: _____

Health Information

Doctor Name: _____ Work Phone: _____

Alberta Health Care #: _____

List important Medical Information (e.g. allergies; current medications; health ailments and conditions; limitations; etc.)

_____

_____

Emergency Contact Information:

	Name of Contact	Day Phone	Evening Phone
1			
2			
3			

Parental Support

I support involvement in the Forestry Education Youth Initiative for the above named student.

_____ _____

Mother/Guardian Signature (Print name below) Father/Guardian Signature (Print name below)

_____ _____

General Questions Relevant to the Program

1. What interested you to enroll in the Forestry Education Youth Initiative?

_____

_____

_____

_____

_____

_____

2. What are your academic and/or educational goals for the future?

_____

_____

_____

_____

_____

_____

3. Are you aware of any of the forestry occupations you want to pursue as future career goals? If so, list:

   i. _____

   ii. _____

   iii. _____

4. Will you participate in the Summer Forestry Camp (location TBD) even if you are NOT selected for an internship? ☐ Yes ☐ No

5. Indicate which of the following safety certifications you hold by checking yes or no, and giving the expiry date:

Chainsaw Basic Safety	☐ Yes	☐ No	Expiry Date: _____
WHMIS Certification	☐ Yes	☐ No	Expiry Date: _____
ATV Rider Certification	☐ Yes	☐ No	Expiry Date: _____
H2S Aware Certification	☐ Yes	☐ No	Expiry Date: _____
Standard First Aid & CPR Level C Certification	☐ Yes	☐ No	Expiry Date: _____
Ministry Transport Radio Operator Certification	☐ Yes	☐ No	Expiry Date: _____
Bear Awareness & Avoidance Certification	☐ Yes	☐ No	Expiry Date: _____

Work Skills & Employability Skills

1. Identify your strongest work related skills and explain why they are your strongest:

_____

_____

_____

_____

_____

_____

2. Give examples of teamwork skills you show on a regular basis:

_____

_____

_____

_____

_____

_____

3. Describe at least 4 personal management skills and give an example of how you show each skill in your daily life.

Example: initiative, integrity, honesty, responsible, set goals, manage time, accountable (refer to the Conference Board of Canada's Employability Skills at www.conferenceboard.ca)

_____

_____

_____

_____

_____

_____

_____

_____

4. Attach to this application a one page written description of why you want to have a summer internship experience within the forestry industry and what you hope to gain from this workplace internship. Students should show how their life activities or extra-curricular activities might be applicable to their career goals in the forestry industry.

Three Year High School Plan (You may fill in the chart below or attach an up-to-date three year plan used by your school)

Please fill in the chart below or attach an up to date Three Year High School Plan used by your school. Check with your Counselor or Teacher Advisor for an up to date plan.

Check the box for courses you have taken, are taking, or plan to take. Mark grades and credits where known. Using the blank areas available, please add additional courses not on the list that you have taken, are taking, or plan to take in the future.

Grade 10			Grade 11			Grade 12			
Course	Mark	Credits	Course	Mark	Credits	Course	No.	Mark	Credits
☐ English 10-1 ☐ English 10-2			☐ English 20-1 ☐ English 20-2			☐ English 30-1 ☐ English 30-2			
☐ Social Studies 10 ☐ Social Studies 13			☐ Social Studies 20 ☐ Social Studies 23			☐ Social Studies 30 ☐ Social Studies 33			
☐ Math 10 Pure ☐ Math 10 Applied ☐ Math 10 Prep			☐ Math 20 Pure ☐ Math 20 Applied ☐ Math 20 Prep			☐ Math 30 Pure ☐ Math 30 Applied ☐ Math 30 Prep			
☐ Science 10			☐ Chemistry 20 ☐ Physics 20 ☐ Biology 20 ☐ Science 20			☐ Chemistry 30 ☐ Physics 30 ☐ Biology 30 ☐ Science 30			
☐			☐			☐			
☐ Phys Ed. 10			☐ Phys Ed. 20			☐ Phys Ed. 30			
☐ CALM			☐ CALM			☐ CALM			
☐ Religion			☐ Religion			☐ Religion			
☐ Art ☐ Drama ☐ Band			☐ Art ☐ Drama ☐ Band			☐ Art ☐ Drama ☐ Band			
☐			☐			☐			
☐			☐			☐			
☐			☐			☐			
☐			☐			☐			
☐			☐			☐			

Have your Counselor sign this plan if you are not submitting a copy of your three year plan from your school.

Counselor (Print name below)

Date

Recommendation: Teacher Form

This student is applying for the Forestry Education Youth Initiative this summer. The Forestry Education Youth Initiative requires dedication and commitment to a full time work experience for the summer. This student will be responsible for learning many new skills; working with an operator mentor and showing great respect to his/her employers.

It is in the best interests of students, the school, and the community, that a student who takes part in cooperative education activities outside of the school, under the auspices of the school, be perceived in a positive manner. When assessing the eligibility of a student for the Forestry Education Youth Initiative, it is important that we feel confident that our school is being well represented. To that end we are asking you to provide some information on the student identified below. This information will form part of the basis on which the student's eligibility for a Forestry Internship will be determined by the employer. Thank you in advance for your frankness.

Indicate your perception of this student with respect to the following chart by placing a check mark (✓) in the box below the appropriate number.

		Poor	1	2	3	4	5	6	7	8	9	10	Excellent
1.	Attitude		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
2.	Attendance		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
3.	Punctuality		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
4.	Work Habits (use of class time)		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
5.	Ability to stay focused on a task		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
6.	Ability to meet deadlines		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
7.	Work Quality		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
8.	Ability to work as part of a team		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
9.	Demonstrates respect		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
10.	Demonstrates maturity		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
11.	Demonstrates responsibility		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
12.	Demonstrates initiative		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
13.	Demonstrates common sense		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
14.	Demonstrates problem solving ability		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
15.	Demonstrates leadership		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	

Special Notes:

_____

_____

_____

Student Name _____ Subject _____

Teacher Name _____ Phone ( ) _____

Teacher Signature _____ School _____

I ☐ do / ☐ cannot recommend the above named student be accepted into the Forestry Education Youth Initiative.

Recommendation: Community Contact Form

This student is applying for the Forestry Education Youth Initiative this summer. The Forestry Education Youth Initiative requires dedication and commitment to a full time work experience for the summer. This student will be responsible for learning many new skills; working with an operator mentor and showing great respect to his/her employers.

It is in the best interests of students, the school, and the community, that a student who takes part in cooperative education activities outside of the school, under the auspices of the school, be perceived in a positive manner. When assessing the eligibility of a student for a Forestry Education Youth Initiative, it is important that we feel confident that our school is being well represented. To that end we are asking you to provide some information on the student identified below. This information will form part of the basis on which the student's eligibility for a Forestry Education Youth Initiative will be determined by the employer. Thank you in advance for your frankness.

Indicate your perception of this student with respect to the following chart by placing a check mark (✓) in the box below the appropriate number.

		Poor	1	2	3	4	5	6	7	8	9	10	Excellent
1.	Attitude		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
2.	Attendance		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
3.	Punctuality		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
4.	Work Habits (use of class time)		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
5.	Ability to stay focused on a task		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
6.	Ability to meet deadlines		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
7.	Work Quality		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
8.	Ability to work as part of a team		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
9.	Demonstrates respect		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
10.	Demonstrates maturity		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
11.	Demonstrates responsibility		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
12.	Demonstrates initiative		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
13.	Demonstrates common sense		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
14.	Demonstrates problem solving ability		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
15.	Demonstrates leadership		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	

Special Notes:

_____

_____

_____

Student Name _____ School _____

Contact Name _____ Phone ( ) _____

Contact Signature _____ Date _____

How do you know the student? _____

I ☐ do / ☐ cannot recommend the above named student be accepted into the Forestry Education Youth Initiative.

Recommendation: Off Campus Coordinator

The Off Campus Coordinator should complete this form after reviewing the student package in consultation with the student's guidance counselor.

Student Name : _____

Program / Position: Forestry Education Youth Initiative

1. Is this student on track to graduate at the end of Grade 12? ☐ Yes ☐ No
2. Does this student have a good record of attendance? ☐ Yes ☐ No
3. Does this student have a good record of conduct (no behavioral issues) ☐ Yes ☐ No
4. Does this student have the academic program qualifications to be admissible to NAIT and/or U of A? ☐ Yes ☐ No
5. In your professional estimate is this student able to commit to the rigor of the summer internship work experience? ☐ Yes ☐ No

Provide your reasons as to why this student will be a good candidate for the Forestry Education Youth Initiative.

_____

_____

_____

_____

Please note below any reservations you may have.

_____

_____

_____

_____

_____

_____

I recommend that the above student be accepted into the Forestry Education Youth Initiative ☐ Yes ☐ No

Coordinator Name _____ Phone ( ) _____

Coordinator Signature _____ School _____