CAREERS Health Services Youth Initiative
Work Placement Application Form
CAREERS: The Next Generation

For office use only:
Position # _____
Student # _____

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:
Home Phone:	Cell Phone:	Email:
Birth Date:	AB Student Id[1]:	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

School Information

School:		
School representative responsible for the Health Services Youth Initiative Program:		
Phone:	Cell Phone:	Email:
School representative responsible for mentorship of the summer portion of the program:		
Phone:	Cell Phone:	Email:

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 Learners? ☐ Yes ☐ No

Will you be able to arrange transportation to and from your worksite on a daily basis? ☐ Yes ☐ No
Mode of transportation:

Do you speak another language? ☐ Yes ☐ No If yes, what:

What are your future aspirations in health care (i.e. diagnostic imaging, occupational therapist, dietician, psychologist)?

What hospitals or clinics are closest to your home OR would you most like to work?

Preferred Internship Position Category Information (see pages 5-7)

Please select your preferred position category (#1 beside 1st choice, #2 beside 2nd choice) as there are a limited number of positions, all attempts will be made to place students in their first choice, which is of course subject to availability.

Patient Care: Work may involve patient assistance /interaction in a variety of venues including extended/ long term care facilities	____
Patient Support & Administration Work may involve assistance with greeting patients, patient files, clerical support in a health care setting	____
Therapy Support: Work may involve assistance in one of the therapy careers such as physiotherapy, speech language pathology in a variety of health care settings including hospital units or long term care facilities	____
Projects, Education & Research & Technology Work may involve conducting health related surveys, conducting patient interviews, compiling statistics from internet, gathering and organizing information	____

If preferences are not available are you open to any position category? ☐ Yes ☐ No

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 (i.e. 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. The employer through the interview process makes final decisions, on placements.

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

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 employers, for the purpose of determining potential placements, may view the application along with the submitted resume and cover letter.

_____ _____
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 (i.e. video productions, success story quotes & statistical analysis). If you do not wish to be contacted, please check here: ☐

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

Recommendation: Counselor / Teacher Form

Applicant: Please fill in the information below BEFORE giving form to respondent (teacher/counselor)

Name of Applicant:		Home Phone:
Address:		
City:	Province:	Postal Code:

Recommendation Information

In what capacity do you know the student? _____

For how long? _____

All students are eligible for enrolment into the Health Services Youth Initiative provided they meet the criteria. However, it is likely that not all students will receive an internship position. An employer interview is necessary to be selected to participate in the summer internship.

Success will depend upon:

- this student's interest in the health care field
- their capacity to meet the requirements of the workplace and school programs
- their willingness to participate fully in a rigorous internship and school program
- their ability to communicate and work as a team member
- their school performance.

Rate each characteristic of the applicant below: (1 = Low to 4 = Exceptionally High)

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 Excellent	Comments
1.	Level of interest in Health Careers	☐	☐	☐	☐	
2.	Academic Achievement	☐	☐	☐	☐	
3.	Academic Potential	☐	☐	☐	☐	
4.	Curiosity and Eagerness to Learn	☐	☐	☐	☐	
5.	Attendance	☐	☐	☐	☐	
6.	Behavior/Citizenship	☐	☐	☐	☐	
7.	Communication Skills	☐	☐	☐	☐	
8.	Curiosity and Eagerness to Learn	☐	☐	☐	☐	
9.	Interpersonal Skills	☐	☐	☐	☐	
10.	Persistence (doesn't give up easily)	☐	☐	☐	☐	
11.	Responsible and Respects Confidentiality	☐	☐	☐	☐	
12.	Teamwork	☐	☐	☐	☐	

Special Notes: _____

Student Name _____ Subject _____

Teacher Name _____ Phone ( ) _____

Teacher Signature _____ School _____

Return completed form to _____ *before* _____ *(date required).*

Teachers Please Note:

Recommendations may be submitted directly to the teacher/coordinator/career practitioner responsible for coordinating, collecting and submitting the Health Services Youth Initiative Internship Applications.

Recommendation: Counselor / Teacher Form

Applicant: Please fill in the information below BEFORE giving form to respondent (teacher/counselor)

Name of Applicant:		Home Phone:
Address:		
City:	Province:	Postal Code:

Recommendation Information

In what capacity do you know the student? _____

For how long? _____

All students are eligible for enrolment into the Health Services Youth Initiative provided they meet the criteria. However, it is likely that not all students will receive an internship position. An employer interview is necessary to be selected to participate in the summer internship.

Success will depend upon:

- this student's interest in the health care field
- their capacity to meet the requirements of the workplace and school programs
- their willingness to participate fully in a rigorous internship and school program
- their ability to communicate and work as a team member
- their school performance.

Rate each characteristic of the applicant below: (1 = Low to 4 = Exceptionally High)

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 Excellent	Comments
1.	Level of interest in Health Careers	☐	☐	☐	☐	
2.	Academic Achievement	☐	☐	☐	☐	
3.	Academic Potential	☐	☐	☐	☐	
4.	Curiosity and Eagerness to Learn	☐	☐	☐	☐	
5.	Attendance	☐	☐	☐	☐	
6.	Behavior/Citizenship	☐	☐	☐	☐	
7.	Communication Skills	☐	☐	☐	☐	
8.	Curiosity and Eagerness to Learn	☐	☐	☐	☐	
9.	Interpersonal Skills	☐	☐	☐	☐	
10.	Persistence (doesn't give up easily)	☐	☐	☐	☐	
11.	Responsible and Respects Confidentiality	☐	☐	☐	☐	
12.	Teamwork	☐	☐	☐	☐	

Special Notes: _____

Student Name _____ Subject _____

Teacher Name _____ Phone ( ) _____

Teacher Signature _____ School _____

Return completed form to _____ *before* _____ *(date required).*

Teachers Please Note:

Recommendations may be submitted directly to the teacher/coordinator/career practitioner responsible for coordinating, collecting and submitting the Health Services Youth Initiative Internship Applications.

CAREERS HEALTH SERVICES YOUTH INITIATIVE
PROGRAM SPECIFIC INFORMATION

Thank you for your interest in the summer Health Services Youth Initiative. This program is a collaborative partnership between CAREERS: The Next Generation, school districts and health employers. It provides students an opportunity to gain work-based learning experiences in a variety of health care settings including hospitals, labs, clinics and long term care facilities for a six week (30 day) period during the summer break. Worksites are approved, a learning plan established, the student's experience is supervised by a teacher and the student may earn high school credits. This is an opportunity for students to explore the health industry and enhance career development through observation and experience.

REQUIRED Application Components (Submitted to CAREERS):

- ☐ Health Services Work Placement Application Form (Pages 1 & 2)
- ☐ Cover Letter
- ☐ Resume
- ☐ Recommendation – Off Campus Coordinator/Teacher/Counselor (Pages 3 & 4)
- ☐ School Transcript of Marks (See your guidance counselor)
- ☐ School Attendance Record Summary (See your guidance counselor)

If successful:

- ☐ Complete CTR1010 (Job Preparation Module)
- ☐ Provide your supervisor with
  - ☐ Social Insurance Number
  - ☐ Off Campus Agreement (Your school will provide and sign this document to ensure you are properly enrolled in Off Campus through Alberta Education)
  - ☐ Obtain a preliminary security clearance. Complete the backcheck information for a criminal check (See your hiring manager)
  - ☐ Proof of Immunization (ALL students must get copies of their immunization records and an appointment time will be scheduled for baseline screening with OHS&W for a review of these records and the student's immunization status)

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: Why are you a good candidate for this program?
  - Why do you want to be involved in the Internship Program?
  - What interests you in this field? 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!

Special Instructions

- ✓ ***Check with the Field Director from your area for the date of the Student / Parent Information Evening Meeting for interested students and their parents (teachers also welcome).***
- ✓ *Complete and submit required components to the School Representative (Off Campus Teacher / Counselor / Career Practitioner / Work Experience Coordinator) responsible for the Health Services Youth Initiative at your school. Ensure your contact information is accurate and accommodate the employer schedule where possible.*
- ✓ *Off Campus Coordinators should ensure that all of the student's paperwork is in good order complete with required signatures prior to submission.*
- ✓ ***Check with the Field Director from your area to see when School representatives must submit TWO copies (the original and two photocopies) of each student application to CAREERS: The Next Generation (usually due sometime in April).***
- ✓ *The Field Director from your area will submit the student applications to the Managers who will arrange interviews for the students.*
- ✓ ***Both successful and unsuccessful candidates will be notified.***
- ✓ ***If applicants have not been contacted by May 31st, 2010, please contact your school representative.***
- ✓ *Successful candidates will receive an employment letter with orientation and hiring information.*
- ✓ *This program has a mandatory start date of July 2 or 5, 2010 with a maximum of 6 weeks (30 days), 35 - 40 hours per week. Mandatory program completion by Tuesday, August 31, 2010 allows extra weeks to schedule sick days or vacation.*

NOTE: Students attending summer school classes will not be eligible to participate.

Program Information

Positions are very competitive. Final selection is based on interviews by the employers. There is no guarantee of placement.

Students should have/be:

1. Registered as a full time student, on track to graduate from high school
2. Excellent high school attendance
3. Currently attending grade 11
4. Interested in exploring / pursuing a career in a health services related field.
5. Able to demonstrate employability skills as outlined by the Conference Board of Canada
6. Passing ALL courses in their current year.
7. A willingness to meet dress and other policy requirements of the Health Care Employer
8. A recommendation from the school they are currently attending
9. The support of a parent / guardian.
10. **Available to complete six weeks (30 days) of work experience in July and August**

Things you need to know!

1. Contact your school represenative for the following:
   a. Confirm you have been contacted for an interview.
   b. Identify the position you are being interviewed for.
   c. Obtain information on how to obtain a security clearance if successful
   d. Ensure you have completed and received credit for CTR1010
2. Plan to attend a student / parent / school representative information evening.

If successful…

1. You may be required to attend a general orientation. Please confirm dates and times for the orientation with your hiring manager.
2. An authorized member of your school district teaching staff will be assigned to monitor your progress in the workplace.
3. You are expected to:
   a. Be prompt and regular in attendance at work
   b. Conform to organization rules and regulations
   c. Accept direction and assignments from authorized supervising personnel
4. A placement may be terminated at the request of the employer by notice to the supervising teacher (poor attendance, inappropriate conduct, breach of confidentiality, improper dress, etc)

POTENTIAL AREAS FOR SUMMER INTERNSHIPS

Below are examples of placements that have been used for Health Services Summer Internships (as provided by students and mentors during site visits). Roles can be varied within a day or the week. In some instances students are shared between a number of areas.

PLACEMENT AREA	PLACEMENT DESCRIPTION
Admitting	Clerical, Reception duties, Patient registration
CSR	Delivery of requested supplies to units, Assembling trays, Restocking
Community/Health	Assisting with inoculation campaign, Clinics Patient registration, Presentations, resources, and surveys
Dentistry	Placement and preparation of patients, Cleaning, and restocking, lab work, sterilizing, Clerical and reception
Diagnostic Imaging	Assist with patients, Transporting of patients, Filing of x-rays, clerical, and reception, Assist with positioning, processing
Dietary	Gathering diet information from patients, Resource information prepared and dispersed, Price comparison, Assisting with collective or co-op kitchen, Organizing recipe files in production, Updating nutrition and ingredient information
Emergency	Transporting patients, Restocking, Room changeover, Patient and visitor support, Greeting patients and managing waiting room
Environmental Health	Project work, Clerical support
Finance	Office support, Verifying information, Project focus
Health Records	Clerical support, Delivery to units

APPENDIX B CONTINUED…

POTENTIAL AREAS FOR SUMMER INTERNSHIPS

Laboratory	Data entry, and report distribution, Preparation, labelling and sorting of slides, Clerical
Long Term Care	Feeding, Transporting, Assisting staff with personal care, Recreational activities, Patient and visitor support
Nursing	Bed-making, Patient escort and companionship and/or support, Restocking, Extra pair of hands with patient care (bathing, walking, exercising, feeding, toileting), Compiling new charts, clerical and reception
Pediatrics	Assist with children, Transporting, Program support
Pharmacy	Inventory and stocking, Assist with packaging of medication, Delivering medications to units, Pulling expired medication
Physical Therapy	Assisting with exercises, Putting together patient information, Transporting patients
Physicians Office	Reception, patient files, switchboard, Scheduling of patients, Taking patients to rooms and having necessary equipment ready, Rooms ready and full
Plant Services (Facility Management)	Assisting Bio Medical Technician Inventory, Ordering, Restocking, Assisting with routine testing of smoke alarms, fire extinguishers
Recreation	Assisting with patients activities and exercising programs, Transporting and accompanying patients, Assist with personal care activities
Rehabilitation	Assist with feeding, exercising and transporting of patients, Patient and visitor support, Preparing and cleanup of hot and cold packs, Changeover of rooms, Assist with assessment and documentation
Respiratory	Working in the clinics (weighing and measuring patients, room changeover), Restocking, Transporting patients, Cleaning of equipment, Developing resources (e.g. asthma-related website design, brochures, and videos)
Speech Therapy	Assisting with simple exercises within group setting, Shopping for supplies, Putting together patient information, resources and preparation work, Transporting patients

Each year the number and type of summer health internship positions in your area varies. If additional program information is required, please contact the Field Director in your area:

Calgary & area – Lana Bullough	Email: lbullough@shaw.ca	Phone: 403.630.6134
Edmonton & area – Karen St. Cyr	Email: karenstcyr@shaw.ca	Phone: 780.937.9570
All other areas – Edmonton Head Office		Phone: 780.426.3414

NOTE:
Please submit pages 1-4 and keep pages 5-7 for your reference as the process continues for hiring the summer health interns.