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 Program; 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

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

_____

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REGISTERED APPRENTICESHIP APPLICATION

Recommendation: Teacher Form

This student is applying for RAP. The Registered Apprenticeship Program (RAP) requires dedication and commitment to a full time job for 1125 hours, approximately seven months, in a trades related area. This student will be responsible for learning many new skills, working independently 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 RAP, 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 RAP will be determined. Thank you in advance for your frankness.

The Registered Apprenticeship Program allows a student to graduate high school while getting a one-year jumpstart on a career in the trades. It is possible for a student to complete the necessary courses for post-secondary acceptance while participating in RAP.

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 Registered Apprenticeship Program.

Recommendation: Community Contact Form

This student is applying for RAP. The Registered Apprenticeship Program (RAP) requires dedication and commitment to a full time job for 1125 hours, approximately seven months, in a trades-related area. This student will be responsible for learning many new skills, working independently 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 RAP, 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 RAP will be determined. Thank you in advance for your frankness.

The Registered Apprenticeship Program allows a student to graduate high school while getting a one-year jumpstart on a career in the trades. It is possible for a student to complete the necessary courses for post-secondary acceptance while participating in RAP.

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.	Demonstrates respect		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
3.	Demonstrates maturity		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
4.	Demonstrates responsibility		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
5.	Demonstrates initiative		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
6.	Demonstrates common sense		☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
7.	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 Registered Apprenticeship Program.

Recommendation: RAP or Work Experience Coordinator

The RAP Coordinator should complete this form after reviewing the student package.

Student Name : _____

Trade of Choice: _____

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

Please note below any concerns you may have.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

I recommend that the above student be accepted into the RAP Program ☐ Yes ☐ No

RAP Coordinator Name _____ Phone ( ) _____

RAP Coordinator Signature _____ School _____