



# INDIGENOUS Youth CAREER PATHWAYS

## CAREERS: The Next Generation Indigenous Career Pathways APPLICATION PACKAGE CHECKLIST

- A. **Check off** each item as you complete it.
- B. Submit application items **in the order listed below**.
- C. 3 ways to submit your application:
1. Scan the entire package to your field director at: \_\_\_\_\_
  2. Fax the entire package to your field director at: \_\_\_\_\_
  3. Insert **one single-sided original** into a large (9x12) manila envelope and give/mail to your field director at: \_\_\_\_\_

ORDER OF INFORMATION FOR APPLICATION SUBMISSION
<input type="checkbox"/> Application Checklist Page (this page)
<input type="checkbox"/> Cover Letter: Why are you interested in the Indigenous Career Prep Program? Specify the skills that make you a good candidate.
<input type="checkbox"/> Current Resume: Indicate the type of volunteer, school, team and service programs you have been involved with special courses, certificates, etc. (WHMIS, CSTS, OSSA, First Aid, Driver's License)
<input type="checkbox"/> Parent/Guardian Support and Consent Form
<input type="checkbox"/> Recent Course Mark Statement including up-to-date marks in current courses. Counselor should write in marks for current courses and sign (if mid-term marks are not available)
<input type="checkbox"/> Counselor and/or Teacher Recommendation Form #1 This may be inserted into a sealed envelope and given directly to the CAREERS Field Director.
<input type="checkbox"/> School Attendance Record (for current year to date)
<input type="checkbox"/> CAREERS Indigenous Youth Initiative Application Form

Students must also have a Social Insurance Number to be an employee. An application can be found at <http://www.servicecanada.gc.ca/eforms/forms/nas2120e.pdf>

Return completed form to: CAREERS Field Director

## Indigenous Career Pathways APPLICATION FORM

*Submit completed application along with all supporting documents to your CAREERS: The Next Generation field director*

### Student Information

<b>Last Name:</b>	<b>First Name:</b>	<b>Middle Name:</b>
Address:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	
City:	Postal Code:	
Email:	Home phone:	
School Name:	Cell phone:	
Birth Date:	AB Student ID <sup>(1)</sup> :	Fax number:
Anticipated Year of Graduation:	If you wish to identify yourself as Indigenous, please check one of the following: (Information is for statistical purposes only.) <input type="checkbox"/> First Nations <input type="checkbox"/> Inuit <input type="checkbox"/> Metis	
<b>Program Information</b>		
Please select two (2) careers of interest in order of your preference :		
<b>Additional Information</b>		
You must be able to provide full-time availability for 6 consecutive weeks during the summer? If no, please give details:		
You must be able to provide your own transportation to and from the worksite unless otherwise provided.		
Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No		

**Student Agreement:**

*I, the applicant, certify the information given in and with this **application package, 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 a potential placement.*

*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 an internship.*

Student Signature

Date

**CONSENT AGREEMENT:**

*I hereby consent and provide permission, as part of my participation in CAREERS programs, events, and activities, to be photographed, recorded by video and other electronic means, and be interviewed for usage in CAREERS' promotional material or other media, including video productions, annual reports, website and brochure graphics, electronic media, newspaper articles or ads, CAREERS student customer satisfaction surveys and/or approved CAREERS program surveys i.e. University of Alberta (Health), and event programs. I understand that this material will remain as the property of CAREERS: The Next Generation.*

Student Signature

Date

*Return completed form to: CAREERS Field Director*

**Indigenous Career Pathways Internship Program  
APPLICATION FORM - Page 2**

Parent/Guardian Information and Emergency Contact	
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 based on their experience in the program. Acceptance is based on your son/daughter's expressed interest in this program, meeting the program criteria, and having the complete application approved by the applicable school coordinator. The employer makes the final placement decisions through the interview process.

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

*Expectations:*

**Employers expect a student to be available to work throughout the summer for a six (6) consecutive week period.**

*Internships*

**The positions CAREERS: The Next Generation has acquired for the Indigenous Career Pathways Summer Internship Program are usually limited, therefore, this is a competitive program and unfortunately not all students who apply will get positions. Employers select the candidates through their interview process, based on student application and resume.**

**Parent / Guardian Agreement**

*I acknowledge and agree to the above terms.*

*I agree that the application package along with the submitted resume and cover letter may be viewed by employers for the purpose of determining potential acceptance into internships.*

Parent/Guardian Signature (Print and Sign Name)

Date

**CONSENT AGREEMENT:**

*I hereby consent and provide permission, as part of my son/daughter's participation in CAREERS programs, events, and activities, to be photographed, recorded by video and other electronic means, and be interviewed for usage in CAREERS' promotional material or other media, including video productions, annual reports, website and brochure graphics, electronic media, newspaper articles or ads, CAREERS student customer satisfaction surveys and/or approved CAREERS program surveys i.e. University of Alberta (Health), and event programs. I understand that this material will remain as the property of CAREERS: The Next Generation.*

Parent/Guardian Signature (Print and Sign Name)

Date

12/02/15

*Return completed form to: CAREERS Field Director*

# Indigenous Career Pathways Internship Program **Recommendation: Teacher Form**

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

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

In what capacity do you know the student? \_\_\_\_\_

For how long? \_\_\_\_\_

All Indigenous students are eligible for enrolment into the Indigenous Career Pathways Internship Program provided they meet the criteria. However, it may not be possible for all students to receive an internship position. An employer interview is necessary to be selected to participate in the summer internship.

Success will depend upon:

- student's demonstrated interest in the field selected.
- 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 5 = 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	5	Excellent	Comments:
1.	<b>Level of interest and commitment in the Indigenous Career Pathways Internship Program</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.	<b>Academic Achievement</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.	<b>Academic Potential</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.	<b>Curiosity and Eagerness to Learn</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5.	<b>Attendance</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6.	<b>Behavior/Citizenship</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7.	<b>Communication Skills</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
8.	<b>Interpersonal Skills</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
9.	<b>Persistence (doesn't give up easily)</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
10.	<b>Responsible and Respects Confidentiality</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
11.	<b>Teamwork</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Special Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Teacher Name \_\_\_\_\_ Phone \_\_\_\_\_ ( ) \_\_\_\_\_

Teacher Signature \_\_\_\_\_

Return completed form to \_\_\_\_\_ before \_\_\_\_\_ (date required).

Return completed form to: CAREERS Field Director