

CAREERS: The Next Generation

Application Form Part 1

Trades (RAP) Internship Program

This is Part 1 of the application for the Registered Apprenticeship Program (RAP), pre-RAP (125 hour trades work experience) or pre-apprenticeship dual credit programs.

CAREERS: The Next Generation works with schools and students to help secure work internships that provide hands on training towards those programs. Part 2 of the application is paper based. Print it off, complete and return, Parts 1 and 2, to your Off-Campus Coordinator for submission.

Please contact your school's Off-Campus Coordinator or the CAREERS Field Director for additional information.

| Student Information | | | |
|--|---|------------------|--|
| Last Name: | First Name: | | |
| Address: | Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female | | |
| City: | Postal Code: | | |
| Email(mandatory): | Phone: Home | Cell | |
| School Name: | | | |
| Birth Date(mandatory): mm dd yyyy | Alberta Student ID ⁽¹⁾ (mandatory): | Graduation Year: | |
| (1) Alberta Student ID may be found on student's report card or at www.education.alberta.ca , Alberta Student Number, enter Learner Registry | | | |
| FNMI Information | | | |
| <input type="checkbox"/> Status / First Nations <input type="checkbox"/> Non-Status / First Nations <input type="checkbox"/> Métis <input type="checkbox"/> Inuit | | | |
| <input type="checkbox"/> I would like information regarding the CAREERS Aboriginal Youth Program | | | |

| Parent/Guardian Information: (Please fill in completely.) |
|---|
| Parent/Guardian Name: |
| Contact Phone: |
| Email: |

| Program Information | |
|--|---|
| Preferred Trade: | What other trade(s) would you consider? |
| Availability: | |
| Employers expect a student to be available to work throughout the summer or during the school year as per their employment schedule. Which period are you available to the employer without interruptions? | |
| Summer: <input type="checkbox"/> year: _____ | |
| Semester 1: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time, Mornings <input type="checkbox"/> Part Time, Afternoons <input type="checkbox"/> Other: | |
| Semester 2: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time, Mornings <input type="checkbox"/> Part Time, Afternoons <input type="checkbox"/> Other: | |
| Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No | |

Thank you for applying with CAREERS: The Next Generation.
CAREERS uses this information to engage local employers, connect you to opportunities, increase awareness of the program, and celebrate your success.



Application Form Part 2 Trades (RAP) Internship Program

Complete this form and the Trades (RAP) Internship Program Part 1. Submit this document to the school's Off-Campus Coordinator or the CAREERS Field Director in order for the application to be processed.

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 these documents 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 an internship.

If you are interested in an internship during the Summer of 20_____:

Are you able to provide full-time (approximately 40 hours per week) availability during the summer? Yes No

- If No ...
- Will be attending Summer School. Summer school hours are:
 - A family vacation is planned. Dates include:
 - Other commitments. Explain and list time/date commitments:

| | | |
|--|--|--|
| Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No | If no, when will you have your Driver's License? | |
|--|--|--|

| | | | |
|--|--|--|--------|
| <input type="checkbox"/> Have own automobile | <input type="checkbox"/> Public Transportation | <input type="checkbox"/> Parent will drive | Other: |
|--|--|--|--------|

Which communities are you able to commute to for a placement?
Attempts for placements as close to your home will be made; however, this cannot be guaranteed.

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 Name (printed, mandatory): _____ Alberta Student ID#(mandatory) _____
 Student Signature: _____ Date: _____

I hereby consent to the terms above for my son/daughter. (Required if under the age of 18 at time of signing.)

| | |
|----------------------------------|-------------|
| Parent/Guardian Signature: _____ | Date: _____ |
|----------------------------------|-------------|

Parent/Guardian - Your son or daughter has completed the CAREERS: The Next Generation Online Internship Application form to apply for assistance in gaining an opportunity to explore a trades career through an apprenticeship.

Parent/Guardian Agreement

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 internships are made by the employer through an interview process.

- I have read over the items that my son/daughter has filled in on this form.
- I acknowledge and agree to the above terms.
- I agree that the application, Parts 1 and 2, along with the submitted resume and cover letter may be viewed by employers for the purpose of determining potential internships.

Parent/Guardian Signature: _____ Date: _____

Internships (Parents/Guardians please note.)

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 an internship opportunity for your student, please contact your school's Off-Campus Coordinator or your local CAREERS Field Director with information on that internship and they can assist in securing that internship for your student.
- ✓ If you are an employer that would consider taking a student, please contact either the school's Off-Campus Coordinator and your local CAREERS Field Director for more information on the program and how you can get involved in assisting youth make educated career choices.

Please submit this along with:

- Teacher Recommendation Form
- Off-Campus Coordinator Recommendation Form
- Resume
- Cover Letter

to your school Off-Campus Coordinator who will deliver this to the local CAREERS Field Director.



Teacher Recommendation Form

The Registered Apprenticeship Program (RAP) requires dedication and commitment to an employer in a trades-related area. This student is applying for pre-RAP (125 hour trades work experience) or RAP. This student will be responsible for learning many new skills, working independently and showing great respect to his/her employers and fellow employees.

It is in the best interests of the student, the school, and the community, that a student who takes part in off-campus 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 this program, it is important that we feel confident that the 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 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. To complete all 40 credits for RAP including the pre-RAP internship involves 1125 hours on the job throughout the student's high school career.

Please indicate your perception of this student with respect to the following chart by placing a check mark (✓) on each line below the appropriate number.

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

Comment: _____

Student Name _____ Subject _____

Teacher Name _____ Phone _____

Teacher Signature _____ School _____

I do cannot recommend the above named student be accepted into pre-RAP (trades work experience) or the Registered Apprenticeship Program.



Off-Campus Coordinator Recommendation

The Off-Campus Coordinator must complete this form and submit it to CAREERS. As the teacher, you are screening the applicant for suitability to the program and as a representative of your school in the community.

Student Name :

Trade of Choice:

- 1. Is this student on track to graduate at the end of Grade 12? Yes No
- 2. Is this student passing all courses? Yes No
- 3. Is this student enrolled in the "recommended" courses as per the entrance requirements by Alberta Apprenticeship and Industry Training? Yes No
https://tradesecrets.alberta.ca/sources/pdfs/Entrance_Requirements.pdf
If no, is this student enrolled in the "minimum" courses as per AAIT entrance requirements? Yes No
- 4. Does this student have a good attendance record (one an employer would appreciate)? Yes No
- 5. Does this student have an excellent conduct record (no discipline issues)? Yes No
- 6. Which of the following safety courses has the student completed?
 HCS 3000 HCS 3010 CSTS First Aid Other _____

Please note below any concerns you may have.

I recommend that the above student be accepted into pre-RAP or RAP. Yes No

Off-Campus Coordinator Name _____

Off-Campus Coordinator Signature _____

School Phone: _____

Summer Phone: _____

Cell Phone: _____

