

CAREERS: The Next Generation Trades (RAP) Internship Program Application

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CAREERS: The Next Generation works with schools and students to help secure work internships that provide hands on training towards those programs.
Please contact your school's Off-Campus Coordinator or the CAREERS' Contact for additional information.

Student Information			
First Name:	Last Name:		
Address:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other		
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			
Indigenous Status: (if applicable)	First Nations	Metis	Inuit
I would like information regarding the Indigenous Youth CAREER Pathway Program			

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:	Year: _____
If Summer, are you available full time?	Yes No
If no, it would be because...	
I will be attending Summer School. Summer hours are: _____	
A family vacation is planned. Dates include: _____	
Other commitments. Explain and list time/date: _____	
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? Yes No If no, when will you have your Drivers License?	
Have own vehicle	Public Transportation
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.	

Students with a drivers license have significantly more opportunities to secure internships with employers. Many trades require licenses to participate.

Trades (RAP) Internship Program Application

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Submit this document to the school's Off-Campus Coordinator or the CAREERS' Contact 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.

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(mm/dd/yyyy): _____

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, Pages 1 and 2, along with the submitted resume and cover letter may be viewed by employers for the purpose of determining potential internships.

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

Parent Name (printed): _____

Parent/Guardian Signature: _____ Date (mm/dd/yyyy): _____

Parent Phone Number: _____ Parent Email: _____

Internships Information (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' Contact 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' Contact for more information on the program and how you can get involved in assisting youth make educated career choices.

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 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 jump-start 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 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 traits in the chart below by rating the student on each row between 1 (Poor) and 10 (Excellent).

Student Name: _____

Poor 1 2 3 4 5 6 7 8 9 10 Excellent

1. Attitude - <i>Demonstrates Maturity</i>												
2. Attendance - <i>Demonstrates Initiative</i>												
3. Punctuality - <i>Demonstrates Responsibility</i>												
4. Work habits (use of class time) - <i>Demonstrates Common Sense</i>												
5. Ability to stay focused on a task												
6. Ability to meet deadlines - <i>Demonstrates Leadership</i>												
7. Work quality - <i>Demonstrates problem Solving and Attention to Detail</i>												
8. Ability to work as part of a team - <i>Demonstrates Respect</i>												

Comments: _____

Teacher Name: _____

Subject: _____

Teacher Signature: _____

Phone Number: _____

School: _____

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 high school courses that meet the recommended path for the trade entrance requirements as outlined by Alberta Apprenticeship and Industry Training?
Find out more at https://tradesecrets.alberta.ca/sources/pdfs/Entrance_Requirements.pdf
If no , is this student enrolled in the minimum required high school courses for the trade entrance requirements as outlined by AIT? | 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 _____ | | |

IMPORTANT

Please check each box to the right to ensure student application is complete before you submit.
It must include:

- Teacher Recommendation
- OCC Recommendation
- Resume
- Cover Letter
- Signed Parental Consent *on page 2*

(Required if student is under the age of 18 at time of signing.)

Additional Comments:

Off-Campus Coordinator Name _____

Off-Campus Coordinator Signature _____

Cell Phone: _____

Email: _____

Summer Contact Person: _____