

NAME: \_\_\_\_\_

STUDENT #: \_\_\_\_\_

# CO-OP APPLICATION FORM

**DUE: February 16, 2024**



**Theoretical and Practical Career Experiences**

**CHECK ONE**

- ☐ **Liberal Arts**
- ☐ **Skilled Trades**



## EARL MARRIOTT SECONDARY CO-OP APPLICATION INFORMATION

### PROGRAM REQUIREMENTS

Students must

1. be 15 years of age;
2. have parent/guardian's written permission;
3. make their own transportation arrangements to and from work placements;
4. complete academic pre-requisites;
5. maintain excellent attendance, punctuality and achievement.

### APPLICATION CHECKLIST

- ☐ Read the *Co-op Education Information page*.
- ☐ Complete the *Co-op Application* form with parent and student signatures.
- ☐ Complete the *Expectations for the Co-op Program* sheet with parent and student signatures.
- ☐ Complete *Media/Website/Promotional Consent* form with parent and student signatures.
- ☐ Complete Student Statement of Interest and Intent.
- ☐ Submit the application package to the Career Development Facilitator.
- ☐ Have two teachers complete the *Teacher Reference* forms. **Teachers are to return forms directly to the Career Development Facilitator.**

### STUDENT INTERVIEW

Applicants will participate in an interview with the Career Development Facilitator and the co-op teacher. Students must have their application package submitted with both reference forms before their interview. Students must arrive at their scheduled interview time in appropriate attire with an updated cover letter and resume. *It is important to prepare for this interview as it plays a significant role in determining acceptance into the co-op programs.*



## **EARL MARRIOTT SECONDARY CO-OP APPLICATION INFORMATION**

### **CO-OP OBJECTIVES**

- ☒ Provide opportunities for students to explore career options by participating in work experience placements.
- ☒ Develop personal and professional growth.
- ☒ Increase confidence, practical skills and self-awareness.
- ☒ Expand on and integrate theoretical concepts into practice.

### **CO-OP BENEFITS**

- ☒ No class time will be missed because of work experience.
- ☒ Students can earn 20 credits in one semester.
- ☒ Students will explore interests and abilities through two three-week work experience placements.
- ☒ ADST requirements will be met for graduation.

### **CO-OP PROGRAMS**

#### **LIBERAL ARTS**

Literary Studies 11  
Psychology 11  
Philosophy 12 Work  
Experience 12A  
Work Experience 12B

#### **SKILLED TRADES**

Automotive Technology 12  
Skills Exploration 12  
Career Life Connections  
Work Experience 12A  
Work Experience 12B

- ☒ This is a one semester program.
- ☒ Students receive full instructional hours for all courses taken.
- ☒ Students receive instruction from one teacher in the co-op semester.



## EARL MARRIOTT SECONDARY CO-OP APPLICATION

Please Print Clearly (*all information will be kept confidential*)

Student Name \_\_\_\_\_ Student Number \_\_\_\_\_  
(first) (last)

I wish to apply for the \_\_\_\_\_ co-op program at EMS.  
(*Liberal Arts, Skilled Trades*)

Driver's License

☐ L ☐ N

### CONTACT INFORMATION

Address: \_\_\_\_\_  
\_\_\_\_\_

Parent Name \_\_\_\_\_

Parent Email \_\_\_\_\_

Home Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Parent Work Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Student Cell Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Parent Cell Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Student Email \_\_\_\_\_

### MEDIA COVERAGE PERMISSION

☐ I **permit** my child to be involved in media coverage or school/district promotions.

☐ I **do not permit** my child to be involved in media coverage or appear in school/district promotions.

### EMERGENCY CONTACT INFORMATION

Name \_\_\_\_\_ Relation \_\_\_\_\_

Telephone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
(home) (work)

BC Care Card # \_\_\_\_\_

Describe any medical/physical conditions that the school district should be aware of, or that might affect your performance with an employer (ex. epilepsy, diabetes, allergies, etc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



## EARL MARRIOTT SECONDARY EXPECATIONS FOR THE CO-OP PROGRAM

The following expectations will be maintained throughout the entire co-op experience:

1. A goal of the program is to provide meaningful work experience that will provide students the opportunity to develop career skills and explore career options. Each student should (in consultation with his/her parent/guardian) have seriously considered what type of work placement would be most beneficial to him/her.
2. Holidays and other absences are strongly discouraged during the co-op semester as they make it very difficult to successfully complete the program.
3. Due to the limited number of students accepted into co-op and the difficulty in re-scheduling students who withdraw, students are encouraged to seriously consider their commitment to completing the program before they return this form.
4. The student will be expected to complete two three-week work placements. These work placements will require the students to work a regular workday (8 hours) five days a week. Part-time jobs and other extra-curricular activities can be accommodated during the work experience, but these need to be arranged before a placement is finalized.
5. It is the student's responsibility to transport himself/herself to and from his/her work placement. The location of the student's placement is decided in consultation with the student. Students need to make the teacher aware of any potential travel restrictions at the beginning of the co-op semester.
6. Students must have outstanding attendance while in the co-op program.
7. Each student is expected to abide by the school's Code of Conduct while in co-op and on work experiences. Excellent behavior, work ethic, attendance, and punctuality are expected. Failure to uphold these expectations may result in removal from work experiences and a failing grade will be assigned.
8. Students will be expected to be self-motivated as the program is demanding.
9. Students will be expected to use professional language and appropriate manners in the classroom and on the work experiences. Appropriate attire and grooming are mandatory for all work placements.
10. Students will be expected to communicate effectively with employers regarding expectations, safety, attendance and other information. It is MANDATORY that students contact the employer and the school for any absences.

**We have read the above notice and understand the Expectations for the Co-op Program.**

**I give my son/daughter permission to participate in an EMS Co-op Program.**

---

Parent/Guardian Signature

---

Student Signature

---

Date



# EARL MARRIOTT SECONDARY

## MEDIA/WEBSITE/PROMOTIONAL CONSENT FORM

### News Media

Over the course of a school year, the Surrey School District sometimes receives requests from the news media to interview, photograph or videotape individual or groups of students in connection with stories the media are working on. Also, the news media is sometimes invited to school functions to publicize events.

As a public body, we attempt to cooperate with the media whenever possible. However, your right to personal privacy is our priority. Therefore, we ask that this consent form be signed and returned to the school so we can respect your wish for family privacy.

\_\_\_\_\_ **Yes**, as the parent or guardian of the student named below, I give my consent to the publication/broadcast of his/her picture and/or name by the news media as described above.

\_\_\_\_\_ **No**, as the parent or guardian of the student named below, I do not give my consent for the publication or broadcast of his/her picture and/or name by the news media, when and where the school or school district has control over such activity.

***(School staff cannot control news media access or photos/videos at public locations (e.g. field trips) or school events open to the public, such as sports tournaments, student performances, school board meetings, etc.)***

### School / District Websites

In accordance with the *Freedom of Information and Protection of Privacy Act*, the Surrey School District requires consent to use a students' full name or photograph/video on school or district websites accessible to the general public. Therefore, your permission is requested to post your child's full name, photograph or video of your child in connection with positive, day-to-day school activities or personal accomplishments.

\_\_\_\_\_ **Yes**, as the parent or guardian of the student named below, I give my consent to the publication of his/her name and/or photo or video on the school or district website as described above.

\_\_\_\_\_ **No**, as the parent or guardian of the student named below, I do not give my consent for the publication of his/her name, photo or video on school or district websites.

### Promotional

Over the course of the year, Surrey School District staff may photograph or video individual students or groups of students to promote various educational, sports and cultural events or programs taking place in the district, post-secondary institutions, or at worksites. These photographs may be used in public brochures, newspapers advertisements or other promotional literature for distribution within and outside the school district.

\_\_\_\_\_ **Yes**, as the parent or guardian of the student named below, I give my consent to the publication of his/her name and/or photo or video for promotional purposes as described above.

\_\_\_\_\_ **No**, as the parent or guardian of the student named below, I do not give my consent for the publication of his/her name, photo or video for promotional purposes as described above.

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Student's Name (please print): \_\_\_\_\_

1. What interests you about co-op?
2. Do your marks accurately reflect your ability and effort?
3. What are your interests/activities outside of academics?
4. Describe the most exciting and energizing aspect of school for you. What do you specifically enjoy about it? Why?
5. Describe a time when you had too much to do. How did you overcome the pressure and achieve your goal?



## EARL MARRIOTT SECONDARY TEACHER REFERENCE FORM

Please return this form to a Career Facilitator in the Career Centre immediately.

Please **DO NOT** return this form to the student. This form and its contents will be kept **CONFIDENTIAL**.

Name of Student \_\_\_\_\_

This Student has applied for: Liberal Arts\* Skilled Trades\*\*

*\*please note that Liberal Arts co-op applicants MUST include references from their English 10 and Socials 10 teachers.*

*\*\*please note that Skills co-op applicants MUST include references from at least ONE shop teacher.*

We greatly appreciate your comments in determining the suitability of the student for the program. Please indicate your response for the following traits as:

**(1) Very Poor (2) Poor (3) Satisfactory (4) Good (5) Excellent**

	1	2	3	4	5	N/A
Punctuality						
Attendance						
Work Ethic						
Academic Ability						
Respect towards classmates and teachers						
Grooming and appearance						
Enthusiasm						
Temperament / personality						
Ability to work with others						
Ability to accept constructive criticism						
Ability to adapt to new situations						
Dependability / Reliability						
Responsibility / Accountability						
Initiative						
Communication Skills						
Maturity Level						

Based on your experience with this student do you feel that s/he would represent Earl Marriott in an appropriate professional manner in the work experience setting?

☐ Strongly Recommend

☐ Recommend

☐ Recommend with Reservations

☐ Do Not Recommend

Comments: \_\_\_\_\_

\_\_\_\_\_

Teacher Name: \_\_\_\_\_

(print)

\_\_\_\_\_

(signature)





# EARL MARRIOTT SECONDARY TEACHER REFERENCE FORM

Please return this form to a Career Facilitator in the Career Centre immediately.

Please **DO NOT** return this form to the student. This form and its contents will be kept **CONFIDENTIAL**.

Name of Student \_\_\_\_\_

This student has applied for: ☐ Liberal Arts\* ☐ Skilled Trades\*\*

*\*please note that Liberal Arts co-op applicants **MUST** include references from their English 10 and Socials 10 teachers.*

*\*\*please note that Skills co-op applicants **MUST** include references from at least ONE shop teacher.*

We greatly appreciate your comments in determining the suitability of the student for the program. Please indicate your response for the following traits as:

**(1) Very Poor (2) Poor (3) Satisfactory (4) Good (5) Excellent**

	1	2	3	4	5	N/A
Punctuality						
Attendance						
Work Ethic						
Academic Ability						
Respect towards classmates and teachers						
Grooming and appearance						
Enthusiasm						
Temperament / personality						
Ability to work with others						
Ability to accept constructive criticism						
Ability to adapt to new situations						
Dependability / Reliability						
Responsibility / Accountability						
Initiative						
Communication Skills						
Maturity Level						

Based on your experience with this student do you feel that s/he would represent Earl Marriott in an appropriate professional manner in the work experience setting?

☐ Strongly Recommend

☐ Recommend

☐ Recommend with Reservations

☐ Do Not Recommend

Comments: \_\_\_\_\_

\_\_\_\_\_

Teacher Name: \_\_\_\_\_

(print)

\_\_\_\_\_

(signature)