



Semiahmoo Secondary

Co-op Application

Culinary Arts



Please Return Application Packages to the Career Centre

Semiahmoo Co-op Education Program

Application Package

Program Requirements

Students must:

1. Be 15 years of age.
2. Have their parents/guardians written permission.
3. Make their own transportation provisions to and from work.
4. Complete academic pre-requisites.

Student Instructions

The student is to:

1. Complete the *Application for Participation* form, including the parent/guardian signature.
2. Complete the *Expectations of Co-op program* sheet with parent/student signatures.
3. Complete the *Medical Information* form (include the signatures of both the student and parent/guardian).
4. Give the *Teacher Reference* forms to two teachers. **Teachers are to return forms directly to the Career Development Facilitator.**
5. Provide a short essay about why you want to take Co-op. Include areas of interest for job placement.
6. Provide a most recent attendance and punctuality record.*
7. Provide a copy of achievement history.*
8. Submit the application package to the Career Development Facilitator.
(Mr. Lescisin)

* obtain from your career facilitator

Student Interview

The Career Development Facilitator will set up appointments to meet with each student applicant. If you cannot make your appointment please let us know so it can be rescheduled. **It is important that you attend this interview!**

Career Education Application for Participation

Date: _____ Phone: () _____

Name: _____ Student Number: _____

Address: _____ City/Postal Code: _____

Email: _____

Program:

Culinary Arts Co-op (Cook Training 12A/12B, Work Experience 12A,
Work Experience 12B)

Transportation:

Please mark what you have access to on a regular basis. Lack of transportation or use of public transportation could limit your choice of placements.

- Own car
- Parent/Relative
- Public Transportation

References:

Please write down the names of the teachers you gave your reference forms to:

Current Timetable:

Semester 1

Block A _____

Block B _____

Block C _____

Block D _____

Semester 2

Block A _____

Block B _____

Block C _____

Block D _____

Parents/Guardians must sign if the student is under 19 years of age.

I give my son/daughter permission to participate in Surrey School District's Career Programs.

(Name of Parent/Guardian, please print)

(Signature of Parent/Guardian)

SEMIAHMOO SECONDARY
Expectations of the Co-Op Program

It is important for the student and parent to be aware, prior to applying to the co-op, of the following expectations:

1 Pace of Co-op – Semiahmoo Secondary Co-op Programs are academically demanding in order to accommodate the 6 weeks of non-instructional time during which students are participating in work experience. The full curricular requirements of each course in the semester will be met during the time in the classroom. Students are expected to treat their time in the classroom as though they are attending a work place. They must be on time, participate fully in classroom activities, etc. Failure to do so may result in the student not being allowed to participate in the work experience portion of the program.

2 Attendance – Students must have **exemplary attendance** while in the co-op. Holidays and/or other absences, other than on prescribed school holidays are not allowed during the co-op semester.

3 Request for Work Experience – One of the goals of the program is to provide meaningful work experience for each student. In most cases a student will get a placement as requested, however, there are times when a student may not get his/her first choice (eg. placement unavailable). Each student should consider more than one career area in case he/she cannot be placed in his/her first choice.

4 Work Hours while on Work Experience – Each student is expected to complete 2 three-week work placements. Each placement has a requirement of 100 hours, over a minimum of 15 days. In some a student may be required to extend the dates of his/her placement in order to fulfill the work hour requirement. Time spent commuting to the student’s work placement is not considered part of his/her work experience hours. Students who have part-time jobs or extra curricular activities that may interfere with their job placement need to notify all parties of their request to make variances to the work day(s) before the placement is finalized.

5 Transportation – 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, but the student needs to make sure that his/her Career Facilitator is aware of any travel limitations at the start of the co-op semester, prior to making the first work placement.

6 Code of Conduct – Each student is expected to abide by the school’s Code of Conduct while on work placement. If it becomes necessary to remove a student from a placement, due to inappropriate behavior, he/she will receive a failing grade in the work experience portion of the program.

I have read and agree to abide by the **Expectations of the Co-op Program.**

Parent/Guardian Signature

Student Signature

Date

MEDICAL INFORMATION

PLEASE PRINT

Name _____ Date _____

Student Number _____ Male _____ Female _____

Present Address _____

Phone # _____ Age ____ Birthday _____
Day/Month/Year

Care Card # _____

Family Doctor _____ Phone# _____

Doctor's Address _____

Mother's Name _____

Address (same as above) _____ or _____

Mother's Phone # at Home _____ Work _____

Cell Phone # _____

Father's Name _____

Address (same as above) _____ or _____

Father's Phone # at Home _____ Work _____

Cell Phone # _____

Describe any medical/physical problems that the school district should be aware of,
or that might affect performance with an employer. (ie: Epilepsy, Diabetes, etc)

Signature of Student _____

Signature of Parent/Guardian _____

TEACHER REFERENCE FORM / SEMIAHMOO SECONDARY / CO-OP PROGRAM

Please return this form to Mr. Lescisin – NOT TO THE STUDENT

Student: _____

Last name

First name

Course: _____

Grade: _____

This student has applied for a seat in the _____ Co-op Program.

Would you please help by providing frank comments about this student. This will aid in the selection of appropriate candidates for this program.

Please check the following traits as:

Excellent
(4)

Good
(3)

Satisfactory
(2)

Needs Improvement
(1)

1. Maturity	_____	_____	_____	_____
2. Accuracy / ability to follow instructions	_____	_____	_____	_____
3. Enthusiasm and interest	_____	_____	_____	_____
4. Adaptable - adjusts to new situations	_____	_____	_____	_____
5. Follows through on assigned tasks	_____	_____	_____	_____
6. Attendance	_____	_____	_____	_____
7. Punctuality	_____	_____	_____	_____
8. Shows motivation to learn new skills	_____	_____	_____	_____
9. Can work independently	_____	_____	_____	_____
10. Has positive attitude towards work	_____	_____	_____	_____
11. Accepts constructive criticism	_____	_____	_____	_____
12. Makes changes as a result of constructive criticism	_____	_____	_____	_____

13. Could this student be counted on to represent Semiahmoo Secondary favorably in a work setting?

YES _____

POSSIBLY _____

NO _____

COMMENTS

Evaluation completed by:

Name (print): _____

Date: _____

Signature: _____

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11. Accepts constructive criticism	_____	_____	_____	_____
12. Makes changes as a result of	_____	_____	_____	_____

constructive criticism

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YES _____

POSSIBLY _____

NO _____

COMMENTS

Evaluation completed by:

Name (print): _____

Date: _____

Signature: _____