



Invergarry Adult Education Centre

Invergarry CO-OP (English 12, Career Life Education 12, Work Experience 12, Workplace Math 11, Spoken Word 12,)

Gain your Graduation Credits and work experience all in one semester!

Application Package

Program Requirements:

- Complete academic pre-requisites (English 11 & Math 5)
- Have strong attendance and good work habits
- Make your own transportation provisions

Student Instructions:

- The student is to complete the “Application for Participation” form including signature.
- The student is to complete the “Medical Information” form, including signature.
- The student completes and signs “Letter of Informed Consent” regarding Covid-19.



CAREER EDUCATION CO-OP APPLICATION FOR PARTICIPATION

Student ID#: _____ Date: _____

Student Name: _____ Home Ph: _____

Address: _____ City: _____ Postal: _____

Student Email: _____ Cell # _____

TO PARTICIPATE YOU MUST:

- Complete academic pre-requisites English 11 & Math 5
- Have strong attendance and good work habits
- Make your own transportation provisions

Past work experience: (Include volunteer work, babysitting, paper routes, etc.)

Date Started/Ended	Job	What You Liked

Hobbies and Interests (at least two): _____

Special Skills: Computer, FoodSafe, First Aid, Other Training _____

Give three general areas of job interest - List in order of preference:

1. _____ 2. _____ 3. _____

Transportation: How will you get to your placement?

Own Car: _____ Public Transportation: _____ Parent/Relative: _____

Parent/guardian must sign if student is under 19 years of age.

Name of Student or Parent/Guardian (please print)

Signature



EXPECTATIONS OF THE CO-OP PROGRAM

1. The goal of the program is to provide meaningful work experience that will give students the opportunity to develop career skills and explore career options. Each student should have seriously considered what type of work placement would be most beneficial to them.
2. Absences are strongly discouraged as they make it very difficult to successfully complete the program.
3. Due to the limited number of students accepted in Co-op, and the difficulty in re-scheduling students who withdraw, students are encouraged to consider seriously their commitment to completing the program before they return this form.
4. The student will be expected to complete 1-2, two-week full-time work placements. These work placements will require the students to work a regular workday (8 hours) five days a week. Variances with regards to part-time jobs and other extra-curricular activities can be accommodated but these need to be arranged before a placement is finalized.
5. The student will be expected to transport themselves to and from the work placements. The location of the student's placement is decided in consultation with the student, but the student needs to make the teacher aware of any potential travel restrictions at the beginning of the Co-op semester.
6. The Career Education Department will be monitoring the student's behaviour over the coming months and any infractions that would, in our opinion, affect the suitability of a student for a Career Program, could result in the removal of that student from the coop program.

Please sign and return to the Invergarry Career Centre.

We have read the above notice and understand the expectations of the Co-op Program.

Student Name

Student Signature



INVERGARRY SECONDARY SCHOOL LETTER OF AGREEMENT

Below is the wording that is found on the Career Education Agreement (Contracts). The contract is a legal document that is required to be completed by yourself (the student) and the employer before the student commences his/her work placement. The contract will be given to the student to get signed at the time a placement for them is confirmed.

I understand and agree to the following:

1. I am responsible for my own transportation to and from my work placement.
2. There are occasions where a student may need to be placed outside of the Surrey area due to the type of work experience they have requested or that a specific local work site is not available to us at that time.
3. *The hours of work will be that of the work place and not school hours.*
4. The work place is a “place of employment” for all intents and purposes and should therefore be treated as such.
5. The Career Program is trying to make the work placement as realistic as possible and therefore, commuting and work hours are part of that experience.
6. In most cases, a student will get a placement that they have requested, however, there are times that unforeseen circumstances may not allow the student to get their first choice. (i.e. A student from another school is already there, union disputes etc.)
7. If I do not meet the requirements for a successful placement, (being there on time, working co-operatively etc.) then I will be pulled from the work placement and will receive a failing grade.

Signature

Date

Surrey District # 36 (Surrey)

MEDICAL INFORMATION

PLEASE PRINT

Name: _____ Date: _____

Student Number: _____ Male: _____ Female: _____

Present Address: _____ Postal Code: _____

Home Phone Number: _____ Cell Number: _____

Email: _____

Age: _____ Birthday: _____/_____/_____
Day, Month, Year

Care Card Number: _____

Name of Family Doctor: _____ Phone Number: _____

Address of Family Doctor: _____

Emergency Contact Name: _____

Address - Same as above: _____ or _____

Emergency Contact phone number: _____

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

Name

Signature