

# CAREERS: The Next Generation Health Services Youth Initiative Work Placement Application Form

**Application Submission  
Deadline: April 10, 2017**

**Congratulations! You have made an investment of a lifetime and a great choice to enhance your future career. Please contact your school coordinator or local CAREERS director for additional information. CAREERS health internships are available as equal opportunities ('inclusivity') for students meeting the established criteria.**

## Student Information

<b>Last Name:</b>		<b>First Name:</b>	
Address:		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
City:		Postal Code:	
Email:	Phone: Home	Cell	
School Name:			
Birth Date: mm	dd	yyyy	Alberta Student ID <sup>(1)</sup> : Graduation Year:

<sup>(1)</sup> Alberta Student ID may be found on student's report card or at [www.education.alberta.ca](http://www.education.alberta.ca), Alberta Student Number, enter Learner Registry

## FNMI Information (if applicable)

**Status** / First Nations     
  **Non-Status** / First Nations     
  Métis     
  Inuit  
 I would like information regarding the CAREERS Aboriginal Youth Initiative

## School Contact / Off Campus Coordinator

Name: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

## Additional Information

Are you able to provide full-time availability during the summer?  Yes  No Reviewed and approved by Parent/Guardian. Please initial

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:

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.

Driver's License?  Yes  No Learners?  Yes  No

Will you be able to arrange transportation to and from your worksite on a daily basis?  Yes  No  
 Mode of transportation:

Do you speak another language?  Yes  No If yes, what:

What are your future aspirations in health care (i.e. diagnostic imaging, occupational therapist, dietician, psychologist)?

What hospitals or clinics are closest to your home OR would you most like to work?

## Preferred Internship Position Category Information (see pages 5-7)

Please select your preferred position category (#1 beside 1<sup>st</sup> choice, #2 beside 2<sup>nd</sup> choice) as there are a limited number of positions, all attempts will be made to place students in their first choice, which is of course subject to availability.

<b>Patient Care:</b> Work may involve patient assistance /interaction in a variety of venues including extended/ long term care facilities	_____
<b>Patient Support &amp; Administration</b> Work may involve assistance with greeting patients, patient files, clerical support in a health care setting	_____
<b>Therapy Support:</b> Work may involve assistance in one of the therapy careers such as physiotherapy, speech language pathology in a variety of health care settings including hospital units or long term care facilities	_____
<b>Projects, Education &amp; Research &amp; Technology</b> Work may involve conducting health related surveys, conducting patient interviews, compiling statistics from internet, gathering and organizing information	_____

If preferences are not available are you open to any position category?  Yes  No



## 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.

## 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): \_\_\_\_\_ Date: \_\_\_\_\_

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

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 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 this application along with the submitted resume and cover letter may be viewed by employers for the purpose of determining potential internships.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Parent/Guardian Information: (Please fill in completely.)

Parent/Guardian Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## 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.

## Recommendation: Counsellor / Teacher Form #1

Applicant: Please fill in the information below **BEFORE** giving form to respondent (teacher/counsellor)

Name of Applicant: \_\_\_\_\_

### Recommendation Information

In what capacity do you know the student?

For how long? \_\_\_\_\_

All students are eligible for enrolment into the Health Services Youth Initiative provided they meet the criteria. However, it is likely that not all students will receive an internship position. An employer interview is necessary to be selected to participate in the summer internship.

Success will depend upon:

- this student's interest in the health care field
- their capacity to meet the requirements of the workplace and school programs
- their willingness to participate fully in a rigorous internship and school program
- their ability to communicate and work as a team member
- their school performance.

### Rate each characteristic of the applicant below: (1 = Low to 4 = Exceptionally High)

Indicate your perception of this student with respect to the following chart by placing a check mark (✓) in the box below the appropriate number.

	Poor	1	2	3	4	Excellent	Comments
1. Level of interest in Health Careers		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2. Academic Achievement		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3. Academic Potential		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4. Curiosity and Eagerness to Learn		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5. Attendance		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6. Behavior/Citizenship		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7. Communication Skills		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
8. Accepts Advise and Constructive Criticism		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
9. Interpersonal Skills		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
10. Persistence (doesn't give up easily)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
11. Responsible and Respects Confidentiality		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
12. Teamwork		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Special Notes: \_\_\_\_\_

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

Subject \_\_\_\_\_

Teacher Signature \_\_\_\_\_

Phone ( ) \_\_\_\_\_

Return completed form to \_\_\_\_\_

before \_\_\_\_\_ (date required).

(Off Campus Coordinator)

### Teachers Please Note:

Recommendations may be submitted directly to the teacher/coordinator/career practitioner responsible for coordinating, collecting and submitting the Health Services Youth Initiative Internship Applications.



## Recommendation: Counsellor / Teacher Form #2

Applicant: Please fill in the information below **BEFORE** giving form to respondent (teacher/counsellor)

Name of Applicant: \_\_\_\_\_

### Recommendation Information

In what capacity do you know the student? \_\_\_\_\_

For how long? \_\_\_\_\_

All students are eligible for enrolment into the Health Services Youth Initiative provided they meet the criteria. However, it is likely that not all students will receive an internship position. An employer interview is necessary to be selected to participate in the summer internship.

Success will depend upon:

- this student's interest in the health care field
- their capacity to meet the requirements of the workplace and school programs
- their willingness to participate fully in a rigorous internship and school program
- their ability to communicate and work as a team member
- their school performance.

### Rate each characteristic of the applicant below: (1 = Low to 4 = Exceptionally High)

Indicate your perception of this student with respect to the following chart by placing a check mark (✓) in the box below the appropriate number.

	Poor	1	2	3	4	Excellent	Comments
1. Level of interest in Health Careers		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2. Academic Achievement		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3. Academic Potential		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4. Curiosity and Eagerness to Learn		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5. Attendance		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6. Behavior/Citizenship		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7. Communication Skills		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
8. Accepts Advice and Constructive Criticism		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
9. Interpersonal Skills		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
10. Persistence (doesn't give up easily)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
11. Responsible and Respects Confidentiality		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
12. Teamwork		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Special Notes:

Teacher Name \_\_\_\_\_ Subject \_\_\_\_\_

Teacher Signature \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Return completed form to \_\_\_\_\_ before \_\_\_\_\_ (date required).

(Off Campus Coordinator)

### Teachers Please Note:

Recommendations may be submitted directly to the teacher/coordinator/career practitioner responsible for coordinating, collecting and submitting the Health Services Youth Initiative Internship Applications.

# CAREERS HEALTH SERVICES YOUTH INITIATIVE

## PROGRAM SPECIFIC INFORMATION

Thank you for your interest in the summer Health Services Youth Initiative. This program is a collaborative partnership between CAREERS: The Next Generation, school districts and health employers. It provides students an opportunity to gain work-based learning experiences in a variety of health care settings including hospitals, labs, clinics and long term care facilities for a six week (approximately 30 days or 225 hours) period during the summer break. Worksites are approved, a learning plan established, the student's experience is supervised by a teacher and the student may earn high school credits. This is an opportunity for students to explore the health industry and enhance career development through observation and experience.

### REQUIRED Application Components (Submitted to CAREERS):

- Health Services Work Placement Application Form (Pages 1 - 3)
- Cover Letter
- Resume (include any volunteer work)
- Recommendations – Off Campus Coordinator/Teacher/Counselor (Pages 4 & 5)
- School Transcript of Marks (See your guidance counsellor)
- School Attendance Record Summary (See your guidance counsellor)

### If successful:

- Complete HCS 3000 (Workplace Safety Systems)
- Provide your supervisor with
  - Social Insurance Number (Note: You must have and provide a Soc Ins # prior to workplace entry.)
  - Off Campus Agreement (Your school will provide and sign this document to ensure you are properly enrolled in Off Campus through Alberta Education)
  - Obtain a criminal check security clearance. (Verify with your hiring manager)
  - Proof of Immunization (Verify with your hiring manager)

### Tips for creating a cover letter and resume

- ✓ Usually, cover letters should be company specific, but in this case, **address your cover letter** to either CAREERS: The Next Generation or your off-campus teacher.
- ✓ Include the following **information in your resume**:
  - Employment / Work Experience / Volunteer Record
  - Relevant courses you have taken or are taking currently
  - Extra curricular activities – especially those that show employability and specific skills
  - Identify special skills, courses, and certificates (ie. WHIMIS, First Aid, Drivers License, etc)
- ✓ Include the following **information in your cover letter**:
  - Future Plans: What you want to do after high school? What is your long term career plan?
  - Reason for applying: Why are you a good candidate for this program?
  - Why do you want to be involved in the Internship program?
  - What interests you in this field?
- ✓ **Your cover letter and resume should not be more than TWO pages in length**  
Someone should **proof read** your documents! Be sure to sign the letter.

- ✓ Complete and submit required components to the School Representative (Off-campus Teacher/Work Experience Coordinator/Career Practitioner) responsible for the Health Services Youth Initiative at your school.
- ✓ Ensure your contact information is accurate and accommodate the employer schedule where possible.
- ✓ The School Representative should ensure that all of the student's paperwork is in good order, complete with required signatures prior to submission.
- ✓ **School representatives please submit applications of each student to CAREERS: The Next Generation by April 10, 2017. Email your CAREERS representative or to [careers@nextgen.org](mailto:careers@nextgen.org).**
- ✓ **To find out the status of your application, please contact your school representative.**
- ✓ Successful candidates will receive a confirmation an employment letter with orientation and hiring information.

Students attending summer school classes will not be eligible to participate.

## Program Information

**Positions are very competitive. Final selection is based on interviews by the employers. There is no guarantee of a placement.**

*Students should have/be:*

1. Registered as a full time student, on track to graduate from high school
2. Excellent high school attendance
3. Currently attending grade 11
4. Interested in exploring / pursuing a career in a health services related field.
5. Able to demonstrate employability skills as outlined by the "Conference Board of Canada".  
Link: [www.conferenceboard.ca/Libraries/EDUC\\_PUBLIC/esp2000.sflb](http://www.conferenceboard.ca/Libraries/EDUC_PUBLIC/esp2000.sflb)
6. Passing ALL courses in their current year.
7. A willingness to meet dress and other policy requirements of the Health Care Employer
8. Recommendations from the school they are currently attending
9. The support of a parent / guardian. Transportation to/from workplace.
10. **Available to complete six weeks (30 days) of work experience in July and August**

*Things you need to know!*

1. Contact your school representative for the following:
  - a. Confirm you have been contacted for an interview.
  - b. Identify the position you are being interviewed for.
  - c. Obtain information on how to obtain a security clearance if successful
  - d. Ensure you have completed and received credit for CTR1010 or HCS3000
2. Plan to attend a student / parent / school representative information evening.

*If successful...*

1. You may be required to attend a general orientation. Please confirm dates and times for the orientation with your hiring manager.
2. An authorized member of your school district teaching staff will be assigned to monitor your progress in the workplace.
3. You are expected to:
  - a. Be prompt and regular in attendance at work
  - b. Conform to organization rules and regulations
  - c. Accept direction and assignments from authorized supervising personnel
4. A placement may be terminated at the request of the employer by notice to the supervising teacher (poor attendance, inappropriate conduct, breach of confidentiality, improper dress, etc)

### POTENTIAL AREAS FOR SUMMER INTERNSHIPS

Below are examples of placements that have been used for Health Services Summer Internships (as provided by students and mentors during site visits). Roles can be varied within a day or the week. In some instances students are shared between a number of areas.

PLACEMENT AREA	PLACEMENT DESCRIPTION
<b>Admitting</b>	Clerical, Reception duties, Patient registration
<b>CSR</b>	Delivery of requested supplies to units, Assembling trays, Restocking
<b>Community/Health</b>	Assisting with inoculation campaign, Clinics Patient registration, Presentations, resources, and surveys
<b>Dentistry</b>	Placement and preparation of patients, Cleaning, and restocking, lab work, sterilizing, Clerical and reception
<b>Diagnostic Imaging</b>	Assist with patients, Transporting of patients, Filing of x-rays, clerical, and reception, Assist with positioning, processing
<b>Dietary</b>	Gathering diet information from patients, Resource information prepared and dispersed, Price comparison, Assisting with collective or co-op kitchen, Organizing recipe files in production, Updating nutrition and ingredient information
<b>Emergency</b>	Transporting patients, Restocking, Room changeover, Patient and visitor support, Greeting patients and managing waiting room
<b>Environmental Health</b>	Project work, Clerical support
<b>Finance</b>	Office support, Verifying information, Project focus
<b>Health Records</b>	Clerical support, Delivery to units

**APPENDIX B CONTINUED...**

**POTENTIAL AREAS FOR SUMMER INTERNSHIPS**

<b>Laboratory</b>	Data entry, and report distribution, Preparation, labelling and sorting of slides, Clerical
<b>Long Term Care</b>	Feeding, Transporting, Assisting staff with personal care, Recreational activities, Patient and visitor support
<b>Nursing</b>	Bed-making, Patient escort and companionship and/or support, Restocking, Extra pair of hands with patient care (bathing, walking, exercising, feeding, toileting), Compiling new charts, clerical and reception
<b>Optometry Administrative Assistant</b>	General office duties including filing, answering phones and matching statements, Troubleshooting network IT issues, arranging meetings, taking minutes at meetings, assisting with events/training sessions
<b>Optometric Assistant</b>	General Office duties including Reception, Patient files, Scheduling Patient Appointments, Patient Registration, Pretesting Patients, Ordering, Minor Glass repairs, preparing Doctors exam rooms, ordering contacts, assisting with specialist referrals
<b>Pediatrics</b>	Assist with children, Transporting, Program support
<b>Pharmacy</b>	Inventory and stocking, Assist with packaging of medication, Delivering medications to units, Pulling expired medication
<b>Physical Therapy</b>	Assisting with exercises, Putting together patient information, Transporting patients
<b>Physicians Office</b>	Reception, patient files, switchboard, Scheduling of patients, Taking patients to rooms and having necessary equipment ready, Rooms ready and full
<b>Plant Services (Facility Management)</b>	Assisting Bio Medical Technician Inventory, Ordering, Restocking
<b>Recreation</b>	Assisting with patients activities and exercising programs, Transporting and accompanying patients, Assist with personal care activities
<b>Rehabilitation</b>	Assist with feeding, exercising and transporting of patients, Patient and visitor support, Preparing and cleanup of hot and cold packs, Changeover of rooms, Assist with assessment and documentation
<b>Respiratory</b>	Working in the clinics (weighing and measuring patients, room changeover), Restocking, Transporting patients, Cleaning of equipment, Developing resources (e.g. asthma-related website design, brochures, and videos)
<b>Speech Therapy</b>	Assisting with simple exercises within group setting, Shopping for supplies, Putting together patient information, resources and preparation work, Transporting patients

Each year the number and type of summer health internship positions in your area varies. If additional program information is required, please contact the Field Director in your area by going to the CAREERS Website ([www.nextgen.org](http://www.nextgen.org)) CAREERS Field Team, Health Services, or contact CAREERS: The Next Generation, Edmonton, AB, by phoning 1-780-426-3414 (or Toll Free at 1-888-757-7172) or by email: [careers@nextgen.org](mailto:careers@nextgen.org)

**NOTE:**

Please submit pages 1-4 and keep pages 5-7 for your reference as the process continues for placing the summer health interns.