



## High School 4th Class Power Engineering **Internship** Application Form

### Instructions:

Please complete the following application and please attach the following:

Resume

School Statement of Marks

School Record of Student attendance

Please contact your school's off-campus coordinator or local CAREERS director for additional information.

Student Information						
Last Name		First Name:		Middle Name:		
Address:				Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		
City:				Postal Code:		
Email (mandatory):				Home Phone:		
School Name:				Cell Phone:		
Birth Date: mm dd yyyy		Alberta Student ID <sup>(1)</sup> :		Canadian Citizen		Graduation Year:
FNMI Information						
<input type="checkbox"/> Status / First Nations		<input type="checkbox"/> Non-Status / First Nations		<input type="checkbox"/> Métis		<input type="checkbox"/> Inuit
Availability:						
<b>Employers expect a student to be available to work through the summer or during the school year as scheduled.</b>						
Please indicate any planned interruptions that might impact time at the workplace:						
<b>For a Summer Placement:</b>						
Are you able to provide full-time availability during the summer? <input type="checkbox"/> Yes <input type="checkbox"/> No						
If No . . . <input type="checkbox"/> Will be attending Summer School. Summer school hours are:						
<input type="checkbox"/> A family vacation is planned. Dates include:						
<input type="checkbox"/> Other commitments. Explain and list time/date commitments:						
Following a successful summer internship and subject to employer worksite availability, are you interested in continuing to work part-time during the school year? <input type="checkbox"/> Yes <input type="checkbox"/> No (See below)						
Transportation						
Will you be able to arrange transportation to and from your worksite as required by employer? <input type="checkbox"/> Yes <input type="checkbox"/> No						
<small>(Note: Attempts for placements as close to your home will be made; however, this cannot be guaranteed.)</small>						
Which communities are you able to commute to for a placement?						
What method of transportation will be used to get to the place of employment?						
<input type="checkbox"/> Have own automobile		<input type="checkbox"/> Public Transportation		<input type="checkbox"/> Parent will drive		<input type="checkbox"/> Vehicle Pooling   Other (identify):
Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No Learners? <input type="checkbox"/> Yes <input type="checkbox"/> No If no to both, when do you plan to get your learner's?						

Parent/Guardian Information: (Please fill in completely.)			
Parent 1 Name:		Parent 2 Name:	
Work Phone:		Work Phone:	
Home Phone:		Home Phone:	
Cell:		Cell:	
Email(work):		Email(work):	
Email(home):		Email(home):	

Student Agreement	
<ul style="list-style-type: none"> <li>• I, the applicant, certify the information given in and with this <b>application, resume, and cover letter</b> is true and complete to the best of my knowledge and I am aware that this document may be viewed by employers for the purpose of determining potential industry internship.</li> <li>• I agree to attend any safety courses or prerequisite courses or sessions as required.</li> <li>• I understand that applying for any off-campus program does not guarantee that I will receive an employer provided worksite internship.</li> </ul>	
Student Signature:	Date

## Parent/Guardian Agreement

As the internships provide for 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 informed career choice from their experience in an internship. Acceptance is based on your son/daughter's expressed interest in 4<sup>th</sup> Class Power Engineering, meeting the program criteria, and having the application approved by the applicable school coordinator. The employer through the interview process makes final decisions on internships.

Special circumstances regarding program admission:

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- I have read over the items that my son/daughter has filled in on this form and agree with the content statements provided by my son/daughter.
- I acknowledge and agree to the above terms.
- I agree that employers for the purpose of determining potential worksite placements may view the application along with the submitted resume and cover letter. There are No Guarantees that my son/daughter will receive an employer worksite placement/internship.

Parent Signature:

Date

## 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 Signature:

Date

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

Parent Signature:

Date

## Internships / Placements (Parents please note.)

**Off-Campus programs are dependent on the availability of suitable worksites. Employers often require interviews and retain the right to select candidates. Neither the School nor CAREERS: The Next Generation can guarantee that every student taking 4<sup>th</sup> Class Power Engineering can be placed.**

- ✓ If you know of a placement opportunity for your student, please contact your school's off-campus coordinator or your local CAREERS director with information on that placement and they can assist in securing that placement 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 Director for more information on the program and how you can get involved in assisting youth make educated career choices.

STUDENT: Please submit this application to your school off-campus coordinator.

## Teacher Recommendation Form

CAREERS: The Next Generation (Head Office)

#204, 10470 – 176 Street Edmonton, AB Canada T5S 1L3 • TF. 888.757.7172 • T. 780.426.3414 • F. 780.428.8164 • [www.nextgen.org](http://www.nextgen.org)

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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 supervision of the school, be perceived in a positive manner. When assessing the eligibility of a student for a PE internship, it is important that all are confident that your school is well represented. To that end we ask you to provide information on the student as identified below. This information is to form part of the criteria for student eligibility for a PE Internship. Thank you in advance for your support.

Based on your instructional experience in working with this student, place a check mark (✓) on each numbered line below the ratings of 1 (low) through 10 (excellent).

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

	Low	1	2	3	4	5	6	7	8	9	10	Excellent
1. Attitude		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Attendance		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Punctuality		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Ability to independently complete tasks		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Effective use of learning time		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Ability to meet deadlines		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Work Quality		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Ability to be a productive team member		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Demonstrates respect		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Demonstrates maturity		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Demonstrates responsibility		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Demonstrates initiative		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Demonstrates sound judgement		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Demonstrates problem solving ability		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Demonstrates leadership		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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

I recommend that the above student is a solid candidate for a Power Engineering Internship.  Yes  No  
 Uncertain

Teacher Name: \_\_\_\_\_ Subject(s) Taught (list): \_\_\_\_\_  
 Teacher Signature: \_\_\_\_\_ School: \_\_\_\_\_

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

**Off-Campus Coordinator Recommendation**

The Off-Campus Coordinator must complete this form and submit it to CAREERS. As the primary school representative, you are screening the applicant for suitability to an internship and as a representative of your school in the community. Please attach a three-year high school plan for the student and circle the prerequisite/co-requisite courses listed below that are included in the three-year high school plan.



Student Name: \_\_\_\_\_

High School Plan:

**Grade 10**

English 10-1

English 10-2

Math 10C

Science 10

Other:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Grade 11**

English 20-1

English 20-2

Math 20-1

Math 20-2

Physics 20

Science 20

Chemistry 20

Other:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Grade 12**

English 30-1

English 30-2

Math 30-1

Math 30-2

Physics 30

Science 30

Chemistry 30

Other:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

I recommend that the above student is a solid candidate for a Power Engineering Internship.

Yes  No

Uncertain

Off-Campus Coordinator Name: \_\_\_\_\_ School: \_\_\_\_\_

Off-Campus Coordinator Signature: \_\_\_\_\_ School Phone: \_\_\_\_\_

Summer Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_