



Niagara Catholic District School Board Student Application Form Cooperative Education



PERSONAL INFORMATION: (Please print clearly)

Student E-mail Address: _____

Student Cell Phone: _____

Last Name: _____ First Name: _____

Address: _____

Telephone #: _____ DOB: _____
(month/day/year)

AGE: _____ Health Card #: _____

Emergency Contact Name: _____ Telephone # _____

Do you have a valid Driver's License? YES NO

Do you have any health problems? (i.e. asthma, diabetes, epilepsy, allergies, etc.)

YES – please explain: _____
 NO

Do you take any medications on a daily or regular basis that would affect your placement?

YES – list all medications: _____
 NO

SCHOOL INFORMATION:

Current Grade: (check one) 10 11 12 12B

In-School Component: (Course Code) _____

How many credits have you successfully completed? (to the end of this semester) _____

Have you successfully completed the Grade 10 Career Studies Course? Yes No

Do you speak/write in a language other than English?

Yes – specify _____
 No

After High School, I plan to: (check one)

attend a Community College

attend a University

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enroll in an Apprenticeship Program

work

other (specify) _____

Which program are you looking to enroll in post secondary?

Which Semester do you prefer?

Sem I

Sem II

Doesn't Matter

What type of placement would you like? Please be specific. Include name and contact information if known.

WORK EXPERIENCE:

List any part-time, full time or volunteer work you have done:

Type – Part-time, Full time or Volunteer	Name of Company	Duration	Description of Duties Performed

Other related skills: i.e. Computer, Electrical, Food Preparation, etc.

Explain:

What your interests are and what your expectations for Co-op are:

Why you think you are a good candidate for Cooperative Education:

1. The Co-op Department will make every effort to find sufficient opportunities for co-op experiences for students; however, it is not always guaranteed that you will receive your first choice.
2. Student placement is conditional on the availability of an appropriate community workstation, completion of Coop documentation, and the student interview. Placements within walking distance to/from Lakeshore Catholic are not guaranteed.
3. Transportation to and from the Co-op placement is the responsibility of the student and/or their parent/guardian. Travel subsidy applications can be completed; however, they are not guaranteed. The student must make arrangements to provide their own transportation to and from their placement. This must be arranged prior to the student being sent to an interview with a potential Coop employer.
4. The student must have achieved their credit in the Career Studies Course (GLC 20).
5. The student shall assume any costs for the necessary equipment and/or clothing that could be part of the placement requirements. Some placements require health tests and/or criminal background checks. (Note: subsidies may be provided but are not guaranteed)
6. The student will receive Workers' Compensation coverage provided by either the Ministry of Education or the training organization.
7. The student will receive practical training in job-related skills and develop appropriate attitudes to the workplace following a cooperative education personalized placement learning plan (PPLP) while under the supervision and direction of the job supervisor or Coop Teacher.
8. The exact experience that the host company offers you will depend largely on the impression the student gives the employer (initiative & enthusiasm) at the workplace. The student must be flexible in their approach and be prepared to assist with tasks not mentioned in the PPLP (Personalized Placement Learning Plan) if needed.
9. The student shall abide by the company policies, regulations and safety procedures, as well as conditions of responsibility as established by the school.
10. The student's picture will be taken for the promotion of the Coop Program.
11. The Teacher is hereby authorized to obtain and compile information that might be helpful in arranging an appropriate Cooperative Education Work Placement. The Teacher is also authorized to answer employer requests for relevant information regarding a student.
12. Eligibility for credits related to the out-of-school course (Co-op) component is dependent upon the student's full compliance in completing and submitting weekly work logs, periodic assignments and the final summative project/report in addition to the completion of the required workplace hours (220 hours = 2 credit, 440 hours = 4 credit) and the employer/teacher assessment.
13. The student understands that Co-op is a unique course and that he or she must display excellent attendance and an excellent work ethic in order to achieve his or her credits. Coop students must complete the prescribed Ministry requirements which include a minimum number of pre-placement, integration and work placement hours. There are no partial credits granted and if the student is terminated from his or her placement, an alternate placement will not be provided.
14. Failure of the student to attend a face to face interview or contact a host company for a telephone interview without good reason or prior notification within 48 hours may mean that you are withdrawn from the program.
15. The student shall not accept more than one placement offer and not continue to take interviews after he/she has accepted an offer.
16. Once accepted at a co-op placement, the student cannot renege upon an accepted offer. The student must complete the agreement for a minimum of one full month of placement time (minimum of 60 hours on the job training). If after a full month the student feels that a placement is not appropriate there must be a meeting with the co-op teacher and employer stating the reason(s) and potential "closing off" procedures. A second placement will be considered but not guaranteed. Students searching for an alternate placement will be

required to complete and submit a job search journal. Should the student not be successful in a second placement a third placement will **not** be permitted and the student will forego their applicable co-op credits, and parents will be notified of this decision.

By signing below we hereby give the Niagara Catholic District School Board and its employees and agents permission to collect personal information pursuant to the provisions of The Municipal Freedom of Information and Protection of Privacy Act. This information may be provided to prospective employers and/or third parties in order to enable the Niagara Catholic District School Board to obtain a work placement for the Applicant or to refer him/her as a potential OYAP (Ontario Youth Apprenticeship Program) apprentice.

Student's Signature: _____

Date: _____

Parent/Guardian's Signature: _____

Date: _____

Coop Teacher/Facilitator's Signature: _____

Date: _____

Please include a copy of your resume and a cover letter addressed to Mrs. Benko outlining what type of Co-op placement you are looking for.
Deadline for Co-op application forms with attached resumes and cover letters is JUNE 10th.