

## CO-OPERATIVE EDUCATION 120 APPLICATION

(Please check Co-op for which you are applying)

- Regular Co-op**   
  **Skilled Trades Co-op**   
  **Early Childhood Co-op**   
  **Long Term Care Co-op**

Co-op Education 120 is designed for students wishing to explore their career potential through self-assessment and workplace experience. Due to the experiential nature of this three-credit course, Co-op Education 120 has limited enrolment.

**This application must be completed in full and returned to Guidance or Coop Teacher.** The attached reference forms should be given to two of your teachers that are willing to support your application for Co-op Education. Your teachers will return the reference forms directly to the Co-op Education Teacher. Following receipt of your application and the attached reference forms, you will be notified of an interview or of why your application has not been accepted. Please read this application carefully. Interviews will be held in April/May. The scheduling of an interview does not mean acceptance into Co-op Education. You will be notified of your acceptance or non-acceptance in May/June.

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

Phone: \_\_\_\_\_ Grade: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

*Students applying for Co-op Education are expected to demonstrate regular attendance and be capable of representing the school in a mature and responsible manner. Every attempt will be made to place students into career areas of their first choice. If an area of work is unavailable it may become necessary to use an alternative choice.*

Below is a list of career areas you may be interested in. Please prioritize from 1-highest to 5-lowest. If you have any ideas of where you would like to be placed, please indicate in the space provided.

Priority	Career Area	Suggested Placement (if known)
	Retail	
	Early Childhood	
	Trades (please specify)	
	Hospitality & Tourism	
	Office/Clerical	
	Teaching	
	Human Services	
	Health Care	
	Other (please specify)	

Why do you wish to participate in Co-op Education?

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Do you have general career/educational plans for after high school? If yes, please explain:

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Have you had any paid or volunteer work experience?

<u>Name of company</u>	<u>Type of work performed</u>	<u>Dates</u>	<u>Hrs. per week</u>
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Please list any hobbies, interests, certificates, awards, etc.

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Please list any special skills/talents developed through extra-curricular activities, hobbies, work experience, volunteer experience (i.e. other languages, computer skills, keyboarding skills, customer service, skills, etc.)

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How many days have you been absent this year? \_\_\_\_\_ (If more than 5, you may wish to explain)

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How will you travel to and from your work placement? (**Transportation is not provided by the School**)

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### PARENTAL ACKNOWLEDGEMENT

**I am aware that my son/daughter has applied for acceptance to Co-op Education 120 and, if she/he is accepted, will accept responsibility for transportation and regular attendance both at school and at work.**

All students are covered by New Brunswick Workers' Compensation with all costs thereof being covered by the Province of New Brunswick Department of Education. School District 18 recommends that all students accepted for Co-op Education purchase Student Accident Insurance.

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Date

### HOMEROOM INFORMATION

This student has applied for Co-op Education 120. This course has limited enrolment and it is necessary to select candidates that will be mature and responsible representatives of our school while in the workplace community. Please complete the following information and do not hesitate to see me or provide any further comments to help in the evaluation of this student.

Days absent this school year: \_\_\_\_\_ Has this student been suspended from school? \_\_\_\_\_

When/Reason: \_\_\_\_\_

Does the student arrive on time for Homeroom? Always Frequently Seldom Never

Does the student bring excuses for time missed? Always Frequently Seldom Never

Is this student respectful towards teachers/students? Always Frequently Seldom Never

\_\_\_\_\_  
Homeroom Teacher signature

\_\_\_\_\_  
Date

**CO-OP EDUCATION 120  
TEACHER REFERENCE**

\_\_\_\_\_ has applied for Co-op Education 120. Co-op Education 120 provides students with the opportunity to explore their interests, aptitudes and skills, and to participate in out-of-school workplace learning experiences as part of their high school program. As part of the application process, your comments regarding the suitability of this student will be most helpful. Please complete the below form and provide any comments to help in evaluating this student's application and ability to represent FHS in a responsible and mature manner in the workplace. Please return this form directly to me, or place it in my mailbox by *the first week of April*.

Thank you. Your assistance and cooperation is very much appreciated.

M. Hiltz

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
	<b>Poor</b>		<b>Average</b>		<b>Excellent</b>
Punctuality					
Attendance					
Effort					
Respect towards teachers, students					
Ability to communicate effectively					
Overall suitability					

Would you recommend or not recommend this student for Co-op Education and why?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any Additional Comments:

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

Date: \_\_\_\_\_

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	<b>Poor</b>		<b>Average</b>		<b>Excellent</b>
Punctuality					
Attendance					
Effort					
Respect towards teachers, students					
Ability to communicate effectively					
Overall suitability					

Would you recommend or not recommend this student for Co-op Education and why?

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Any Additional Comments:

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

Date: \_\_\_\_\_