

COOPERATIVE EDUCATION APPLICATION PROCESS

Cooperative Education 120 connects studies at school to a work placement experience in the community. It offers students the opportunity to observe and explore a career field and/or expand upon an in-school course.

Students must apply to take Cooperative Education.

Application Checklist

The following **must** be completed and all documents returned by the course selection deadline date to be considered for Cooperative Education:

- Cooperative Education Application (signed by parent/guardian)
- 2 Teacher References
- Students **must** access the on-line career planning website 'myBlueprint' and:
 - ✓ Complete all required sections as outlined in the application.
 - ✓ Activation Code: **sussex**

Once the forms are completed and returned along with the results from 'myBlueprint', the Cooperative Education Teacher may require an individual interview with the student to determine their placement request.

Selection of students is based on:

- Attendance, Aptitude, Attitude
- Course load/availability
- Review of references and placement request
- Completion of 'myBlueprint' with supporting documentation

COOPERATIVE EDUCATION 120

APPLICATION FOR ADMISSION

Cooperative Education 120 connects studies at school to a work placement experience in the community. It offers students the opportunity to observe and explore a career field and/or expand upon an in-school course.

PLEASE PRINT NEATLY.

NAME: _____

LAST

FIRST

MIDDLE

ADDRESS (incl. postal code): _____

HOME PHONE: _____ CELL PHONE: _____

EMAIL: _____ DATE OF BIRTH: (y) ____ (m) ____ (d) ____

NAME OF PARENT/GUARDIAN: _____

HOMEROOM TEACHER: _____ STUDENT NUMBER: _____

PLEASE ANSWER ALL QUESTIONS.

1. List any special skills/talents/experience you possess. Examples might include computer skills, driver's license or other languages (identify proficiency level according to language portfolio.)

2. Do you have any physical limitations or needs that could impact on a job placement?

NO ____ YES ____

If yes, please explain.

COOPERATIVE EDUCATION 120

3. Do you have any paid or volunteer work experience? NO YES

NAME OF COMPANY TYPE OF WORK PERFORMED DATES

4. As a part of your application, you must access the online career planning website: myBlueprint. Your Guidance counsellor can provide your log-in information.

- In the "Who Am I" section, complete the **Interests** survey quiz. From the resulting report, list your two primary Interest traits:
_____ and _____
- In the "Who Am I" section, go to the **Match Results** tab and attach a list of the career matches you find there. These are suggested matches based on your answers to the **Interests** survey.
- From this list on the **Match Results** tab, choose 2-4 occupations that interest you. For each occupation, click the **Get Started** button and complete the compatibility survey questions. Record your compatibility scores on your list of career matches. This will help you narrow down your best matches.
- In the "Work" section, under the **Occupations** tab, research two (2) of your top career matches and attach results to this application. Include information provided in the **Overview**, **Outlook**, and **Requirements** tabs for each occupation.

5. My top two career interests for Cooperative Education 120 are
(A) _____ and (B) _____.

6. Upon graduating from high school, you have six options for pursuing a career. Mark the letter(s) **A** and/or **B** by the option(s) that will enable your preferred career choices:

_____ Apprenticeship _____ Direct to Work _____ Private Training
_____ Community College _____ Military _____ University

7. If you have chosen any career fields that require private training, community college, or university, describe the program/course(s) you will choose and the requirements for entrance:

Career A: Name of program/course/degree _____

Entrance Requirements: _____

Career B: Name of program/course/degree _____

Entrance Requirements: _____

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DATE: _____ STUDENT SIGNATURE: _____

PARENT/GUARDIAN DECLARATION

I am aware that _____ is applying for entrance to Cooperative Education 120 and I am willing to give my permission for participation should he/she be accepted.

DATE: _____ PARENT/GUARDIAN SIGNATURE: _____

COOPERATIVE EDUCATION 120

TEACHER CONFIDENTIAL REFERENCE FORM

Dear Teacher,

The following student has applied for admission to the Cooperative Education 120 course. Your comments and opinion will be of great assistance in assessing the student's suitability for the program. We thank you for giving this careful consideration as your input is vital to the selection process.

THIS IS A CONFIDENTIAL REFERENCE

STUDENT: _____ TEACHER: _____

1. Please rate the above-named student on each of the following:

	UNACCEPTABLE	AVERAGE	ABOVE AVERAGE
Attendance			
Ability to follow directions			
Ability to get along with others/cooperativeness			
Reliability			
General conduct			
Attitude			

2. Given your experience as their teacher, do you feel this student would represent your school favourably in a work setting in the community? NO _____ YES _____

COMMENTS: _____

COOPERATIVE EDUCATION 120

3. Would you want this person working for you? NO _____ YES _____

COMMENTS: _____

TEACHER SIGNATURE: _____ DATE: _____

PLEASE RETURN THIS FORM TO: _____

COOPERATIVE EDUCATION 120

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COMMENTS: _____

COOPERATIVE EDUCATION 120

3. Would you want this person working for you? NO _____ YES _____

COMMENTS: _____

TEACHER SIGNATURE: _____ DATE: _____

PLEASE RETURN THIS FORM TO: _____