

- Please print
- Submit this completed application to the co-op or guidance department ASAP.

COOPERATIVE EDUCATION APPLICATION FORM 2017-2018 SCHOOL YEAR

Current semester 2 period one class: _____

Name:	Current Grade Level:
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Type of Placement Requested

First choice:
Second Choice:
Is this co-op experience a part of a SHSM program? YES or NO (circle) If YES, then please state the SHSM in which you are enrolled:

Student Information

Address:
Postal Code:
Home Telephone Number:
Cell Number:
Current Age:

Other Important Information

List any courses you have taken or are currently taking at ND which relate to your placement selection:												
Do you have a valid driver's license? Yes No												
Will you have use of a car for co-op? Yes No												
Do you have computer skills Yes No												
What language(s) can you speak other than English?												
Employment Experience: <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 5px;">Paid or Volunteer Work Experience</td> <td style="width: 30%;"></td> <td style="width: 30%;"></td> </tr> <tr> <td style="padding: 5px;">Name of Company</td> <td style="padding: 5px;">Type of work</td> <td style="padding: 5px;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black; height: 20px;"></td> <td></td> <td></td> </tr> <tr> <td style="border-bottom: 1px solid black; height: 20px;"></td> <td></td> <td></td> </tr> </table>	Paid or Volunteer Work Experience			Name of Company	Type of work	Date						
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Credits: Number of compulsory credits earned to date: _____ Total credits earned to date: _____												

**COOPERATIVE EDUCATION APPLICATION FORM
2017-2018 SCHOOL YEAR**

Write a paragraph describing why you want to take co-op, or what you hope to learn from co-op.

References

State the names of three teachers who would be a **positive** reference for you. (attitude, effort, attendance)

Teacher's Name	Subject/course (taught to you)
1	
2	
3	

Approval

The student must be aware that she or he **MUST**:

- ✓ Attend 2 weeks of pre-placement at the start of the semester before placement commences
- ✓ Submit timecards weekly
- ✓ Complete all assignments, projects, tests, in-class work, etc.
- ✓ Adhere to (and respect) the employer's rules, policies and expectations
- ✓ Attend all monthly integration (in-class) sessions

Student's Signature

Date

Approval

Parents/Guardians should be aware that each student:

- ✓ Must have a suitable subject related course
- ✓ Will be interviewed by the co-op teacher and placement supervisor
- ✓ Must attend all scheduled pre-placement and integrations classes
- ✓ Must report any/all absences to the ND attendance, the employer and the co-op department **PRIOR** to the student's absence from co-op
- ✓ Is encouraged to use public transportation
- ✓ Is covered by WSIB if placement is not a school; by the Ministry of Education if placement is at a school
- ✓ Is encouraged to purchase supplementary insurance

Parent's Signature

Date

