

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

## COOPERATIVE EDUCATION APPLICATION FORM 2018-2019 SCHOOL YEAR

My current period one teacher is: \_\_\_\_\_

<b>Name:</b>	<b>Current Grade Level:</b>
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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
What language(s) can you speak other than English?
<b>Employment Experience:</b>
Paid or Volunteer Work Experience
Name of Company                              Type of work                              Date
_____
_____
_____
_____

**COOPERATIVE EDUCATION APPLICATION FORM  
2018-2019 SCHOOL YEAR**

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

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**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**

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**Approval**

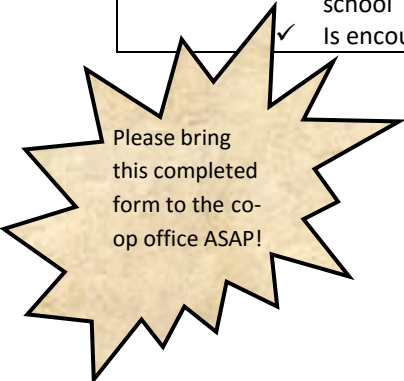
Parents/Guardians should be aware that each student:

- ✓ 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**

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Please bring  
this completed  
form to the co-  
op office ASAP!