



# APPLICATION CHECKLIST

## Instructions for Ace IT & SSA Students and Parents

Place a check mark (✓) beside each step when complete

<b>Step 1: Gather Information</b>
<input type="checkbox"/> Meet with your school counsellor /career coordinator or career information advisor to get an understanding of the programs, how they will be delivered and how they will impact your graduation plan.
<input type="checkbox"/> Find out more about the trade through work experience, job shadowing or volunteering

<b>Step 2: Complete Application Package</b>
<input type="checkbox"/> Application Cover Page
<input type="checkbox"/> Application Checklist
<input type="checkbox"/> School Recommendation
<input type="checkbox"/> Teacher Reference
<input type="checkbox"/> Application for Admission
<input type="checkbox"/> Student statement of Interest and Commitment
<input type="checkbox"/> Program/Trade Research
<input type="checkbox"/> Permission to Release Information
<input type="checkbox"/> Transition Plan
<i>Other Documents</i>
<input type="checkbox"/> Resume

<b>Step 3: Submit Application</b>
<input type="checkbox"/> Forward your completed application package to: VSB Career Programs Attn: Wendy Gilmour, Apprenticeship Facilitator

<b>Step 4: Participate in an Interview and Orientation</b>
<input type="checkbox"/> You will be contacted by a Career Programs staff member for an interview
<input type="checkbox"/> Your choice of program area may require you to participate in an information session

**It is your responsibility to ensure that your application is complete.  
Only complete Application Packages will be processed.**



## TEACHER REFERENCE

Please provide a teacher reference from your current school. Select a teacher who best knows your practical skills and abilities.

Student: \_\_\_\_\_ Grade: \_\_\_\_\_  
Last Name First Name

This student has applied for the:

ACE IT Program \_\_\_\_\_  
(Trade Area)

SSA Apprenticeship Program \_\_\_\_\_  
(Trade Area)

Please check the most appropriate and frequently demonstrated traits by this student:

	Excellent	Good	Satisfactory	Needs Improvement
1. Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Work ethic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Initiative/Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Accuracy/ability to follow instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Mechanical ability in the field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Interpersonal skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Communication (written & spoken)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. <input type="checkbox"/> YES <input type="checkbox"/> N/A <input type="checkbox"/> NO	Do you feel that this student follows established safety rules and safe work practices?			
11. <input type="checkbox"/> YES <input type="checkbox"/> POSSIBLY <input type="checkbox"/> NO	Could this student be counted on to represent the school favourably in an industry training setting?			
12. <input type="checkbox"/> YES <input type="checkbox"/> POSSIBLY <input type="checkbox"/> NO	Do you feel this student has a sincere interest in this program?			

A quality response to the comments selection will be very helpful.

COMMENTS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Evaluation completed by

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Telephone #: \_\_\_\_\_

# APPLICATION FOR ADMISSION

Student: \_\_\_\_\_  
(Legal) Last First Middle

Mailing Address: \_\_\_\_\_ PEN # \_\_\_\_\_  
\_\_\_\_\_ Grade: \_\_\_\_\_ Age: \_\_\_\_\_  
Postal Code

E-mail Address: \_\_\_\_\_ Birthdate: \_\_\_\_\_  
YYYY/MM/DD

Home Phone / Cell: \_\_\_\_\_  Male  Female

SIN: \_\_\_\_\_ Drivers Licence:  L  N  International student  
(for scholarship purposes)  Aboriginal student

Care Card #: \_\_\_\_\_ Are you covered by an extended health plan?  Yes  No

Name of Family Doctor: \_\_\_\_\_

Address and Phone Number for Family Doctor: \_\_\_\_\_

Describe any medical/physical problems that the school should be aware of, or that might affect performance (i.e. Diabetes, Epilepsy, Medication, Asthma, Allergies, previous physical injuries, etc.)

Emergency Contact: \_\_\_\_\_ Relationship to Applicant: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Business: \_\_\_\_\_

## Special Needs Information:

Describe any special needs that the school should be aware of, or that might affect program performance and/or participation (i.e. Learning Disability, ADD/ADHD, Physical needs, etc.) In order to meet student needs, please ensure current documentation/assessment information is attached.

## A. Parent/Guardian Signature

I grant my son/daughter permission to participate in this Dual Credit/Secondary School Apprenticeship Program with the Vancouver School District and the program partner and that information contained herein will be provided to the instructor(s).

Yes  No I hereby grant permission to VSB personnel to take photographs of my son/daughter. These pictures may be used in Career Program publications and on the VSB website at any time for purpose of promotion and celebration of student successes.

Parent/Guardian Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please print)

Parent/Guardian Name Signature: \_\_\_\_\_

## B. Applicant Signature

I certify that all statements on this application are true and complete.

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

**Applications will not be accepted without all signatures in place**

# STUDENT STATEMENT OF INTEREST AND COMMITMENT

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

Please answer the following questions to the best of your ability.

1. What have you done so far to prepare yourself for study and work in this area? (i.e., related job or volunteer experience, extra-curricular activities or courses, reading, interviews with people, etc.)

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2. What skills or talents do you have that will help you to succeed in this field?

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3. What interests you about a career in this field?

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5. What are your interests outside of school? (hobbies, sports, clubs, special talents, etc.)

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6. Describe what you will do to be successful in this program.

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# PROGRAM/TRADE RESEARCH

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

Name of Program or Trade area: \_\_\_\_\_

Website Resources	
<input type="checkbox"/> Career Cruising: <a href="http://www.careercruising.com">www.careercruising.com</a> <b>USERNAME</b> ces31 <b>PASSWORD</b> ces31	<input type="checkbox"/> <a href="http://www.workfutures.bc.ca">www.workfutures.bc.ca</a>
<input type="checkbox"/> Industry Training Authority <a href="http://www.itabc.ca">www.itabc.ca</a>	<input type="checkbox"/> <a href="http://www.careersinconstruction.ca">www.careersinconstruction.ca</a>
<input type="checkbox"/> <a href="http://www.educationplanner.bc.ca">www.educationplanner.bc.ca</a>	<input type="checkbox"/> <a href="http://www.workinonet.bc.ca/youth">www.workinonet.bc.ca/youth</a>

### Career Information:

Describe the tasks and expectations involved in this field/trade area, including the physical demands and working conditions.

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What is an apprenticeship? \_\_\_\_\_

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Is your trade area - Red Seal, BC Certificate or other? \_\_\_\_\_

What does the term trades qualified mean? \_\_\_\_\_

Name or list the difference between a BC Certificate of Qualification and a "Red Seal" trade qualification.

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How does ACE IT help towards getting employment as an apprentice? \_\_\_\_\_

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**Future Outlook:** What do immediate and long-range prospects look like in terms of employment in this field? Are work opportunities found locally/provincially/elsewhere?

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**Potential Earnings:** What are the average earnings of workers in this field? Is the work full-time, full-year, part-time, or seasonal?

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**Career Path:** Based on the information on the program profile, found on the ITA website for your trade;

Estimate number of years to complete the program: \_\_\_\_\_

How many work-based training hours are required: \_\_\_\_\_

Through your research what other educational information were you able to find?

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