

## Check List for Program Application Package

Please check the following boxes when each step is completed, and show this process sheet to your School to Career Guidance Contact as requested. Bring this sheet and the rest of this package with you to your interview.

### 1) INFORMATION STAGE: (gather information from the following sources)

- Read the brochure for the School to Career program you are interested in.
- Read the Facts sheet available on [www.schooltocareer.ca](http://www.schooltocareer.ca) or from your guidance department.
- Visit the [www.schooltocareer.ca](http://www.schooltocareer.ca) web site for the specific program.
- Talk to students who have taken the program in the past.
- Go to career fair or parent/student information night (dates will be found on [www.schooltocareer.ca](http://www.schooltocareer.ca) under "important dates.")
- E-mail or talk to your School to Career guidance contact at your school.
- E-mail the program teacher if you still have questions on the program you are interested in.

### 2) APPLICATION STAGE (All of the below requirements must be completed and taken to the program interview).

- Go to [www.OnSorts.ca](http://www.OnSorts.ca) and apply for the program using your OEN number and birth date
- Complete the following:
  - Fact Sheet Assignment
  - Current Credit Counselling Summary & Attendance Profile from your guidance department
  - Registration Form from your guidance department
  - Three References
  - Resume and Cover Letter
  - Proposed Timetable (talk to guidance)
  - If there is a fee involved for the program, please include a post-dated cheque with this package  
 Sem. 1 – post-dated cheque for June 15, 2008                      Sem. 2 – post-dated cheque for Nov 15, 2008  
 (Note: in case of financial hardship, please see your guidance counsellor)
- Book an interview through your guidance department or on [www.OnSorts.ca](http://www.OnSorts.ca)

### 3) INTERVIEW STAGE (Information Interview with Program Contact)

- Interview with program teacher or designate
- Please make sure you take all of the Application Stage requirements to your interview (see #2 above), and ensure you send any information you do not bring to the interview directly to the program teacher.
- Go onto [www.OnSorts.ca](http://www.OnSorts.ca) to keep up to date on your status in the program.



## Student Information

**Part A: Please print neatly and provide the information below:**

Name:

Surname	First Name	Middle Name
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Home School: \_\_\_\_\_ e-mail: \_\_\_\_\_

## References

**Please provide three (3) references willing to recommend you for the program. Ask your reference to sign the form and make a short one or two sentence comment. The student should complete the rest of the form. (Print name, position, and phone number)**

Reference Name (Print)	Reference Signature	Position	Phone #
1.			
Comment:			
Reference Name (Print)	Reference Signature	Position	Phone #
2.			
Comment:			
Reference Name (Print)	Reference Signature	Position	Phone #
3.			
Comment:			



## Cover Letter (Possible Format)

The cover letter should contain all of the most relevant information that you want the employer to know about you. If, at the end of your interview, the employer knows this information, then you have had a good interview.

The cover letter will also help you answer the first question in your OYAP interview, which will ask you to tell the interviewers something about yourself.

### Paragraph 1

Introduce yourself

- ◆ why you are interested in this opportunity
- ◆ your long-term education and career goals

### Paragraph 2

Summarize your work experience

- ◆ Highlight any related work experience

### Paragraph 3

Summarize your qualifications for this opportunity, e.g.,

- ◆ related courses
- ◆ related certifications
- ◆ personal characteristics

### Paragraph 4

State when you are available to work

- ◆ the number of hours per day you can work
- ◆ preferences (or lack of preferences) for shifts, overtime, weekends
- ◆ preferences (or lack of preferences) for part or full time

### Paragraph 5

Indicate why you think you would be an excellent choice for this program.  
Indicate that you are willing to attend an interview

### Paragraph 6

Concluding statement; Closing



## Proposed Timetable

\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(name) birth date (D/M/Y)

Home Phone (\_\_\_\_) \_\_\_\_\_ Presently attending \_\_\_\_\_ High School

I am applying for the \_\_\_\_\_ program located at \_\_\_\_\_ High School

**My plan is to take the following credits:**

	Semester One	at
1.		
2.		
3.		
4.		
5.		

	Semester Two	at
1.		
2.		
3.		
4.		
5.		