



Halton Home Builders' Program Process and Overview

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 Halton Home Builder's info on "schooltocareer.ca"
- Read the Halton Home Builder's Facts sheet.
- Visit the Halton Home Builder's schooltocareer.ca web site.
- Talk to former Alumni (if possible).
- Email or call the Halton Home Builder's Contact or School to Career Guidance Contact if you have further questions.

2. AWARENESS STAGE: (what you should know from the above)

- Aware of how **Halton Home Builder's** works
- Aware of expectations credits earned advantages
- What is meant by Integrated learning
- Post Secondary Education Pathways **Halton Home Builder's** is designed for
- What kind of student would benefit from the **Halton Home Builder's** Program
- What skills will I develop
- What makes **Halton Home Builder's** a unique experience
- What kind of student would benefit from the **Halton Home Builder's** Program
- What kinds of things will I be able to become involved in
- Awareness Stage follow up with School to Career Guidance contact or _____

3. INVESTIGATION STAGE: (has taken part in one or more of the following)

- Program site visit
- Parent / Student information evening
- School to Career Fair or Program display
- Talk to a teacher or student involved in the program
- Contact with program representative. Program Rep _____ Signature

4. APPLICATION STAGE (has completed all the following assignments in preparation for the interview)

- | | |
|-----------------------------|--|
| Assignment 1 | Halton Home Builder's Fact Sheet Assignment |
| Assignment 2 & 3 | Credit Counselling Summary & Attendance Profile |
| Assignment 4 | Registration Form |
| Assignment 5 | Letter of Recommendation |
| Assignment 6 | Resume |
| Assignment 7 | Cover Letter |
| Assignment 8 | Proposed Timetable |

5. INTERVIEW STAGE: (Information Interview with Halton Home Builder's Program Contact)

- Interview with **Halton Home Builder's** teacher or designate
- Completed File – All of the above given to **Halton Home Builder's** Program Teacher / Contact
- Acceptance



Assignment 1 Halton Home Builders' Fact Sheet Assignment

Please read the Halton Home Builder's Fact Sheet and then answer as many of the following questions as possible.

- Aware of how **Halton Home Builder's** works
- Aware of expectations credits earned advantages
- What is meant by integrated learning
- Post Secondary Education Pathways **Halton Home Builder's** is designed for
- What kind of student would benefit from the **Halton Home Builder's** Program
- What skills will I develop
- What makes **Halton Home Builder's** a unique experience
- What kind of student would benefit from the **Halton Home Builder's** Program
- What kind of things will I be able to become involved in
- Awareness Stage follow up with School to Career Guidance contact or _____

Assignment 2 & 3 Credit Counselling Summary & Attendance Profile

Please include the follow documents to complete your Halton Home Builder's Program folder

- a current Credit Counselling Summary – please see Student Services
- a current Attendance Profile – please see the Attendance Office



Assignment 4 Registration Form

Part A: Personal Information: Please print neatly and provide the information below:

Legal Name: _____
Surname First Name Middle Name

Gender: Male ___ Female ___ Date of Birth: _____ Present Age: _____ Present Grade: _____
YYYY MMM DD

Home Address: _____
Number/Street Apt/Unit # City/Township Postal Code

Home Phone #: _____ Cell #: _____ email: _____

Home School: _____ School Phone #: _____

Assignment 5 Letter of Recommendation

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:			
2.			
Comment:			
3.			
Comment:			



Assignment 7

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 Halton Home Builder's 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



Assignment 8 Proposed Timetable

I, _____
(name)

birth date ____/____/____
(D/M/Y)

Home Phone (____) _____ Presently attending _____ School

intend to enroll in the **Halton Home Builder's Program** offered at White Oak's Secondary School. The construction site will be located in Milton, Burlington or Oakville for September.

My plan is to take the following credits

Semester one

at

1.	HHBP Construction Technology	White Oaks Secondary School Construction site in Milton/Burlington/Oakville
2.	HHBP Construction Technology	White Oaks Secondary School Construction site in Milton/Burlington/Oakville
3.	HHBP Construction Technology Coop	White Oaks Secondary School Construction site in Milton/Burlington/Oakville
4.	HHBP Construction Technology Coop	White Oaks Secondary School Construction site in Milton/Burlington/Oakville

Semester two

at

1.		
2.		
3.		
4.		
5.		