



# Oilfield Operator Training (OOT) Internship Application

## PART B: Consent and Sponsorship Documents

### Background

On receipt of a student application for an Oilfield Operator Training Internship, the CAREERS Field Director will:

- affirm receipt of the student application
- confirm the student's enrolment in an Oilfield Operator Training post-secondary program
- forward to the Off-campus Coordinator copies of the Student Application (Part A) and the Consent and Sponsorship Documents (Part B), along with a request that the Off-campus Coordinator facilitate and arrange for the distribution, completion and collection of the consent and sponsorship documents as listed below
- the package of completed consent and sponsorship documents should then be submitted by the Off-campus Coordinator back to their local Field Director.

### Consent and Sponsorship Documents Required

- Parent/Guardian Agreement
- Consent to Release Personal Information
- Teacher Sponsor Reference (as selected by the OOT student applicant)
- Off-Campus Coordinator Reference
- A current statement of the student applicant's high school program marks including most recent dated post-secondary dual credit OOT marks reported by the post-secondary provider
- A brief personal resume prepared and signed by the OOT student applicant.

## Parent/Guardian Agreement

As the internships provide for real job experiences, students are treated like young adults, expected to show maturity and sound judgment. This is an excellent opportunity for your son/daughter to gain confidence in making an informed career choice from their experience in an internship. Acceptance is based on your son/daughter's expressed interest in the Oilfield Operator Training program, meeting the program criteria, and having the application approved by the applicable school coordinator. The employer through the interview process makes final decisions on internships.

Please note any special circumstances regarding potential internship placement:

- I have read over the items that my son/daughter has filled in on this form and agree with the content statements provided by my son/daughter.
- I understand that internship placements are dependent upon the availability of suitable worksites, that employers often require interviews and retain the right to select candidates, and that neither the school nor CAREERS: The Next Generation can guarantee that every student taking the Oilfield Operator Training program can be placed.
- I acknowledge and agree to the above terms.

Parent Signature:

Date:

## Consent to Release Personal Information

*I hereby authorize and provide consent for my school to disclose and provide to CAREERS: The Next Generation and a potential industry employer, for the purpose of obtaining an internship placement, personal information regarding course marks and progress, and whether I am successfully completing the oilfield operator training program requirements.*

*I further hereby consent and provide permission, as part of my participation in CAREERS programs, events, and activities, to be photographed, recorded by video and other digital means, and be interviewed for usage in CAREERS' promotional material or other media, including video productions, annual reports, website and brochure graphics, electronic media, newspaper articles or ads, CAREERS student customer satisfaction surveys and/or approved CAREERS program surveys. I understand that this material will remain as the property of CAREERS: The Next Generation.*

*The consent as noted above shall be effective from the date of execution, and for a period of five years or 60 months therefrom, and shall constitute a consent under section 40(1)(d) of the Freedom of Information and Protection of Privacy Act of the Province of Alberta, RSA 2000, Chapter F-25.*

Student Signature:

Date:

*I hereby consent to the terms above for my son/daughter. (Required if under the age of 18 at time of signing.)*

Parent Signature:

Date:

## Teacher Sponsor Reference

You have been asked by \_\_\_\_\_ to provide a sponsor reference in support a summer OOT internship application.  
(student name)

It is in the best interests of the student, the school, and the community, that a student who takes part in off-campus education activities outside of the school, under the supervision of the school, be perceived in a positive manner. When assessing the eligibility of a student for an OOT internship, it is important that all are confident that your school is well represented. To that end we ask you to provide information on the student as identified below. This information is to form part of the criteria for student eligibility for an OOT Internship. Thank you in advance for your support.

Based on your instructional experience in working with this student, place a check mark (✓) on each numbered line below the ratings of 1 (low) through 10 (excellent).

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

Low   1   2   3   4   5   6   7   8   9   10  
Excellent

1.	Attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	School and Classroom Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Daily punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Ability to independently complete tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Effective use of learning time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Ability to meet deadlines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Ability to be a productive team member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Demonstrates respect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Demonstrates maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Demonstrates responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Demonstrates initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Demonstrates sound judgement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Demonstrates problem solving ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Demonstrates leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Further Comments: \_\_\_\_\_  
\_\_\_\_\_

The above student is a solid candidate for an Oilfield Operator Training Internship.     Yes     No     Uncertain

Teacher Name: \_\_\_\_\_ Subject(s) Taught : \_\_\_\_\_

Teacher Signature: \_\_\_\_\_ School: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Off-Campus Coordinator Reference

The Off-Campus Coordinator must complete this form and submit it to CAREERS. As the primary school representative, you are screening the applicant for suitability to an internship and as a representative of your school in the community. Please attach a three-year high school plan for the student and place a check mark (✓) beside the prerequisite/co-requisite courses listed below that are included in the three-year high school plan.

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

High School Plan:

### Grade 10

\_\_\_\_\_ English 10-1

\_\_\_\_\_ English 10-2

\_\_\_\_\_ Math 10C

\_\_\_\_\_ Science 10

Other:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Grade 11

\_\_\_\_\_ English 20-1

\_\_\_\_\_ English 20-2

\_\_\_\_\_ Math 20-1

\_\_\_\_\_ Math 20-2

\_\_\_\_\_ Physics 20

\_\_\_\_\_ Science 20

\_\_\_\_\_ Chemistry 20

Other:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Grade 12

\_\_\_\_\_ English 30-1

\_\_\_\_\_ English 30-2

\_\_\_\_\_ Math 30-1

\_\_\_\_\_ Math 30-2

\_\_\_\_\_ Physics 30

\_\_\_\_\_ Science 30

\_\_\_\_\_ Chemistry 30

Other:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Further Comments: \_\_\_\_\_  
\_\_\_\_\_

The above student is a solid candidate for an Oilfield Operator Training Internship.

Yes

No

Uncertain

Off-Campus Coordinator Name: \_\_\_\_\_ School: \_\_\_\_\_

Off-Campus Coordinator Signature: \_\_\_\_\_ School Phone: \_\_\_\_\_

Summer Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

## Supporting Attachments

Please attach to Part B of this internship application the following supporting documents:

- a personal resume and/or cover letter prepared by the student
- a current statement of school marks and up-to-date post-secondary program progress..

**PLEASE NOTE:**

**Off-campus Coordinators are asked to forward Part A and Part B of the completed internship application, along with the supporting attachments, back to their local CAREERS Field Director.**