



Information and Communications Technology (ICT)  
Internship Program



### APPLICATION PACKAGE CHECKLIST

- A. **Check off** each item as you complete it.
- B. Submit application items **in the order listed below**.
- C. **Submit** your application by:  
Completing the online submission or giving the package to your off-campus coordinator.

ORDER OF INFORMATION FOR APPLICATION SUBMISSION
<input type="checkbox"/> Application Package Checklist (this page)
<input type="checkbox"/> Cover Letter <ul style="list-style-type: none"><li>• Why are you interested in the ICT Program?</li><li>• Specify the skills that make you a good candidate.</li></ul>
<input type="checkbox"/> Current Resume <ul style="list-style-type: none"><li>• Indicate the type of school, team, volunteer, and service programs you have been involved with</li><li>• Special courses, certificates, etc. (Microsoft Certifications, A+ Certification, First Aid, Driver's License)</li></ul>
<input type="checkbox"/> Parent/Guardian Support and Consent Form
<input type="checkbox"/> Recent Course Mark Statement <b><u>including completion of HCS 3000 and ICT courses</u></b> - Counselor should write in marks for current courses and sign (if mid-term marks are not available)
<input type="checkbox"/> Counselor and/or Teacher Recommendation Form <ul style="list-style-type: none"><li>• This may be uploaded with your application form or scanned directly to the CAREERS Program Coordinator.</li></ul>
<input type="checkbox"/> Off Campus Teacher Recommendation Form <ul style="list-style-type: none"><li>• This may be uploaded with your application form or scanned directly to the CAREERS Program Coordinator.</li></ul>
<input type="checkbox"/> School Attendance Record (for current year to date)
<input type="checkbox"/> CAREERS ICT Application Form (pages 1 – 4)

Students must have a Social Insurance Number to be an employee. An application can be found at <https://catalogue.servicecanada.gc.ca/content/EForms/en/Detail.html?Form=NAS2120>

### Student Information

<b>Last Name:</b>		<b>First Name:</b>		<b>Middle Name:</b>	
Address:			Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer not to say		
City:			Postal Code:		
Email:			Home phone:		
School Name:			Cell phone:		
Birth Date:		AB Student ID <sup>(1)</sup> :			
Anticipated Year of Graduation:		If you wish to identify yourself as Indigenous, please check one of the following: (Information is for statistical purposes only) <input type="checkbox"/> First Nation _____ (name of Nation) <input type="checkbox"/> Inuit <input type="checkbox"/> Metis			

Program Information	
Please select your preferred position category (#1 beside 1 <sup>st</sup> choice, #2 beside 2 <sup>nd</sup> choice) as there are a limited number of positions, all attempts will be made to place students in their first choice, which is of course subject to availability.	
<input type="checkbox"/> Network Specialists Systems Analyst, IT Analyst, Network and Computer Systems Administrator	<input type="checkbox"/> Software/Application Developer Computer Programmer, Application Developer, Coder
<input type="checkbox"/> Computer Support Specialist Customer Support Administrator, Help Desk Technician, IT Systems Administrator	<input type="checkbox"/> Web Developer Web Administrator, Marketing Support
Name of Off Campus Teacher:	

Additional Information
Internships may be available for part time or full-time opportunities. Internships are not guaranteed. Yes <input type="checkbox"/> I am interested in an internship part time during the school year. <input type="checkbox"/> I am available for 4 hours every morning (ie. 8 am – 12 pm) <input type="checkbox"/> I am available for 4 hours every afternoon (ie. 12:30 – 4:30 pm)  Yes <input type="checkbox"/> I am interested in a summer internship full-time ( <b>minimum 25 hours and maximum of 40 hours per week</b> ) for 4 to 6 consecutive weeks  Availability outside of the above (specify):  You must be able to provide your own transportation to and from the worksite. This can include driving yourself, getting a ride, or taking transit.  Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No

**Student Agreement:**  
I, the applicant, certify the information given in and with this **application package, resume, and cover letter** is true and complete to the best of my knowledge and that it may be viewed by employers for the purpose of determining a potential internship. I agree to attend any safety courses or prerequisite courses or sessions as required for individual programs. I understand that applying for any off-campus program does not guarantee that I will receive an internship.

Student Signature

Date

**PHOTO RELEASE AGREEMENT:**

There may be occasions when a student will be photographed, interviewed or videotaped. These photographs, interviews, testimonials and/or videotapes may be used by CAREERS: The Next Generation, the Schools and/or School Divisions for internal program promotion or by external media for release to the general public. I, the applicant, understand the information provided above and hereby give consent for the use and disclosure of personal information and photographs, testimonials, interviews and/or videotapes regarding my internship, for the purposes specified above.  Yes  No

Date

Student Signature



Information and Communications Technology (ICT) Internship Program



PARENT INFORMATION

Parent/Guardian Information and Emergency Contact	
Parent 1 Name:	Parent 2 Name:
Home Phone:	Home Phone:
Work Phone:	Work Phone:
Cell:	Cell:
Email:	Email:

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

Please review the following, and sign / date the bottom of this page:

Expectations:

Employers expect a student to be available to work on a consistent, punctual basis according to the employer's schedule.

Internships

The positions CAREERS: The Next Generation has acquired for the Information and Communications Technology Internship Program are limited; therefore, this is a competitive program and unfortunately not all students who apply will get positions. Employers select the candidates through their interview process.

Parent / Guardian Agreement

I acknowledge and agree to the above terms.

I agree that the application package along with the submitted resume and cover letter may be viewed by employers for the purpose of determining potential acceptance into internships.

Parent/Guardian Signature (Print and Sign Name) Date

PHOTO RELEASE AGREEMENT

There may be occasions when a student will be photographed, interviewed or videotaped. These photographs, interviews, testimonials and/or videotapes may be used by CAREERS: The Next Generation, the Schools and/or School Divisions for internal program promotion or by external media for release to the general public. I, the applicant's parent/guardian support, understand the information provided above and hereby give consent for the use and disclosure of my son/daughter's personal information and photographs, testimonials, interviews and/or videotapes regarding the internship, for the purposes specified above. [ ] Yes [ ] No

Parent/Guardian Signature (Print and Sign Name) Date

## TEACHER RECOMMENDATION

Applicant: Please fill in the information below BEFORE giving form to respondent (teacher/counselor)

Name of Applicant: \_\_\_\_\_ School: \_\_\_\_\_

In what capacity do you know the student? \_\_\_\_\_

For how long? \_\_\_\_\_

Students are eligible for enrollment into the ICT Internship Program provided they meet the criteria. However, it is likely that not all students will receive an internship position. An employer interview is necessary to be selected to participate in school year or summer internship. Internships are limited.

Success will depend upon:

- this student's interest in the field
- their capacity to meet the requirements of the workplace and school programs
- their willingness to participate fully in a rigorous internship and school program
- their ability to communicate and work as a team member
- their school performance on track to graduate.

Rate each characteristic of the applicant below: **(1 = Low to 4 = Exceptionally High)**

Indicate your perception of this student with respect to the following chart by placing a check mark (✓) in the box below the appropriate number.

	Poor	1	2	3	4	Excellent	Comments:
1. <b>Level of interest in the ICT Program</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2. <b>Attitude</b> - Demonstrates Maturity		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3. <b>Attendance</b> - Demonstrates Initiative		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4. <b>Punctuality</b> - Demonstrates Responsibility		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5. <b>Work habits (use of class time)</b> - Demonstrates Common Sense		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6. <b>Ability to stay focused on a task</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7. <b>Ability to meet deadlines</b> - Demonstrates Leadership		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
8. <b>Work quality</b> - Demonstrates problem Solving and Attention to Detail		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
9. <b>Ability to work as part of a team</b> - Demonstrates Respect		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Special Notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Teacher Name *Teacher* \_\_\_\_\_

Signature \_\_\_\_\_

Phone \_\_\_\_\_  
(include area code)

Return completed form to \_\_\_\_\_ before \_\_\_\_\_ (date required)



Information and Communications Technology (ICT) Internship Program



Note: For internship consideration the student must get the sign-off of the off-campus coordinator.

OFF-CAMPUS COORDINATOR SUPERVISION

Applicant: Please fill in the information below BEFORE giving form to respondent (off-campus coordinator)

Name of Applicant:

School:

1. Has this student successfully completed HCS 3000?

Yes No

2. Should this student be successful in obtaining an internship will you in your capacity off-campus coordinator provide school supervision?

Yes No

Students are eligible for enrollment into the ICT Internship Program provided they meet the criteria. However, it is likely that not all students will receive an internship position. An employer interview is necessary to be selected to participate in school year or summer internship. Internships are limited.

Success will depend upon:

- this student's interest in the field selected
their capacity to meet the requirements of the workplace and school programs
their willingness to participate fully in a rigorous internship and school program
their ability to communicate and work as a team member
their school performance has them on track to graduate

Notes:

Four horizontal lines for notes.

Off-Campus Coordinator Name

Phone

Teacher's Signature

Return completed form to

before (date required)