



# TRAIN in TRADES Program Application

Check the one you are applying for

Carpentry   Chef   Plumbing   Other: \_\_\_\_\_

## Student Application Requirements and Checklist:

- Step 1: Email/meet with Mrs. McArthur to learn about opportunities in the trades
- Step 2: Complete Student Application Information/ Student Profile/Questionnaire
- Step 3: Remove Reference Form and ask reference to complete it
- Step 4: Attach an up-to-date resume to complete application
- Step 5: Hand in the complete application to Mrs. McArthur directly or main office mailbox
- Step 6: Mrs. McArthur will contact you with an interview time
- Step 7: Work with Mrs. McArthur/Counselor to ensure readiness for chosen trades training
- Step 8: Wait for an email conditionally accepting you into the program, putting you on a wait list or declining your application at this time.

**A parent/guardian is encouraged to attend the interview, but it is not mandatory. The interview will last about 30 minutes. Please be on time as other students are scheduled.**

**If you are unable to attend the interview, please email ([tmcarthur@sd40.bc.ca](mailto:tmcarthur@sd40.bc.ca)) at least 1 day before the interview date so other arrangements can be made. Failure to attend the interview may result in your withdrawal from the selection process.**

## Step 2: TRAIN in TRADES Application

**To participate in this program, a student must:**

- Have successfully completed all Grade 10 graduation credits
- Be 15 years of age or older but younger than 19 and not graduated
- Be registered as a student in School District #40 (New Westminster)
- Have parent/guardian support and permission
- Be responsible for their own transportation arrangements to the program site
- Have an interest in learning more about an apprenticeable trade
- Have a Social Insurance and a PEN Number
- Meet academic/elective requirements for entry into technical training at a post secondary institution as outlined for each student in their PSI Transition Plan
- Show a pattern of regular on-time attendance
- Understand that the minimum mark required to receive level 1 technical training credit in a trade is 70% (50-69% earns only high school course credit)

**If your application is accepted:**

<ul style="list-style-type: none"> <li>• I understand that my acceptance into this program is contingent upon my completion of the Package and a successful interview with School District #40 staff.</li> </ul>	<ul style="list-style-type: none"> <li>• I am committed to the full and active participation in a work experience (unpaid job) and/or Youth Work in Trades (paid job) program.</li> </ul>
<ul style="list-style-type: none"> <li>• I understand I will be covered by the Workers Compensation Act for the dates and times that I am placed with an employer.</li> </ul>	<ul style="list-style-type: none"> <li>• I will seek assistance from my Career Programs Coordinator and counsellor to ensure I meet all program requirements.</li> </ul>
<ul style="list-style-type: none"> <li>• I, along with my parent/guardian will attend all New Westminster School District meeting(s) for all students accepted in this program to discuss various aspects of the program.</li> </ul>	<ul style="list-style-type: none"> <li>• I agree to conduct myself in a professional and responsible way in the workplace and classroom.</li> </ul>

\_\_\_\_\_  
**Signature of Student**

\_\_\_\_\_  
**Signature of Parent/Guardian**

\_\_\_\_\_  
**Printed name of parent/guardian**

\_\_\_\_\_  
**Cell or landline phone #**

\_\_\_\_\_  
**Email**



## Step 2: Student Information

Student Name:		Birth Date:
Address:		Postal Code:
City:		Grade:
School:		
Student Cell #:		Student #
Home Phone:	Student Personal Email:	

Check one: Yes    No

I hereby grant permission to Board of Education of School District No. 40 (New Westminster) personnel to take photographs or video footage of my son/daughter while on work experience or in the classroom. These pictures may be used by Career Programs or BCIT/VCC/PIC in publications, newsletters, calendars and on the website at anytime for purposes of program promotion and celebration of student successes.

### MEDICAL INFORMATION

Family Dr:	Address:	Phone:
Food Allergies:		
Drug Allergies:		
List all medical conditions:		
List any injuries or illnesses affecting physical activity:		
Have you been under a Dr's care to ANY reason within the preceding 2 years? If so, explain		
Are you currently on any medication? If yes, outline type, dosage & reason		
Describe any medical/physical problems that might affect performance (i.e., epilepsy, diabetes, etc.)		



## Step 2: Student Profile/Questionnaire

Please answer the following questions:

1. Why do you wish to take part in this program?

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2. What skills, talents, strengths, and interests do you have that relate to this field?

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4. What experiences have you had that lead you to feel this career is suited to you (volunteer experience, related jobs, extra curricular activities, etc.)?

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4. Describe your attendance record at school in the past year:

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5. Discuss any outside-of-school commitments taking place at the same time as the program:

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6. What are your career goals over the next 3-5 years?

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7. Do you have contact with an employer in this field who might hire you? If so, print contact information for this person here:

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## Step 3: TRAIN in TRADES Reference Form

Ask one of the following people to fill out this reference form for you:

- Tech Ed. Or Home Ec. Teacher
- Teacher / Counsellor
- Employer
- Coach

**Student's name:** \_\_\_\_\_

This student is applying for an NWSS TRAIN in TRADES Program. Please assist in the selection process by providing the following information about the student and by giving honest **comments** that will assist in the placement of those students who might benefit from such a program.

How long have you known this student?

\_\_\_\_\_

In what capacity do you know this student?

Teacher      Counsellor      Employer      Coach      Other \_\_\_\_\_

This student demonstrates:

<b>Please fill in a Y where applicable</b>	Always	Usually	Sometimes	Seldom	Never	N/A
Positive attitude and is enthusiastic to learn and participate.						
Willingness to take initiative.						
Ability to be cooperative and work well with others.						
Honesty, and respects confidentiality.						
Ability to accept constructive criticism and change behavior accordingly.						
Attentiveness and can listen and follow directions.						
Ability to speak clearly and audibly.						
Ability to concentrate on the tasks assigned in a safe manner.						
Ability to complete projects within timelines.						
Reliability (attends regularly and on time).						



**Overall Attitude:**

Excellent

Good

Average

Needs Improvement

Can this student be counted on to represent the school district favourably in a community or work setting?

YES

NO

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

Reference completed by (printed name): \_\_\_\_\_

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

Company/Organization: \_\_\_\_\_

Contact phone number: \_\_\_\_\_

