

BLUEVALE CO-OPERATIVE EDUCATION APPLICATION PROCEDURES



Application to BCI's Co-op Program requires the completion of the following...

- ⇒ 'Application & Student Self-Assessment' form **
 - ⇒ Two 'Request for Teacher Reference' forms **
 - ⇒ Completed and signed 'Questions to be answered prior to your Co-op interview' sheet **
 - ⇒ An updated personal resume
 - ⇒ An interview with a Co-op teacher
- ** available from your Guidance Counsellor or Mr. Kemperman**

1. Application & Student Self-Assessment Form

Fully complete the form. Clearly indicate two career choices that you wish to explore through the Co-op program. Rank these choices as 1) and 2). Note that both you and a parent/guardian must sign this form. Mr. Kemperman can add his signature as the 'School Designate'

2. Teacher Reference Forms

Complete the top 'Student Information' portion of each form before you give it to a teacher. Politely approach two teachers of your choice and ask them to act as a Co-op reference for you by completing a form. Allow them plenty of time to complete it and give them the choice of returning the form to you or submitting it directly to Mr. Kemperman.

(enter Mr. Kemperman's name in the 'Return completed form to:' Section, and this semester's due date in the 'by' section)

3. Personal Resume

Attach an updated personal resume to your application package. Follow the format taught in your Grade 10 Career Studies course.

4. Return all documents outlined in steps 1-3 to Mr. Kemperman in the Co-op Office (2114) by the due date. NO FORMS? NO CO-OP!

5. Interview

Once all documents are received, you will be contacted by a Co-op teacher for an interview to discuss your interest and suitability for Co-op.