



2017 HIRE A STUDENT - EMPLOYER/JOB PROFILE

DEADLINE: June 28

Career Technical Centre (CTC) is looking for employers willing to provide volunteer or paid work placements for students enrolled in Work Experience and Secondary School Apprenticeship programs. Please complete and return this employer profile to our school to start this process. There will be a Job Fair, for employers and youth, July 4, 2-4 pm.

WORK SITE - CONTACT INFORMATION

Company Name: _____ Company Legal Name: _____

Primary Contact Person: _____

Email: _____ Phone: _____

Address: _____

- Yes No I am interested in supporting this program with work placements.
- Yes No I plan to attend the Job Fair, July 4, 2-4, NDSS – small gym.
- Yes No This company has WCB.
- Yes No This company has registered trades on your site? What are they?
- Yes No I am interested in supporting in another way (ie. sponsor a student, guest speaker)

WORK PLACEMENT - PROFILE

_____ No. of Potential Youth Summer Work Placements _____ Minimum age of worker(s)

Paid Volunteer Part-time Full-time Potential hours: _____

Job Category(s):

- Construction: Industrial Commercial Residential
- Tourism Food Service IT Landscaping
- Office Administration Other
- Health Care Hospitality
- Retail General

Describe the potential work placement(s):

Please list any training or skills required: Food Safe Driver's License Other:

Return to Roxanne Boyko: EMAIL (rboyko@sd68.bc.ca) or FAX (250-740-2043) or CALL (250-713-4581)



HIRE A STUDENT – Work Placements Needed!

ABOUT THE PROGRAM

Career Technical Centre (CTC) is offering Work Experience and Secondary School Apprenticeship courses to youth. Students must earn volunteer or paid work experience. CTC is looking for work placements.

To complete the course, students must work 90 hours (Work Experience) or 120 hours (Apprenticeship) and complete 'employment-ready' assignments and/or certifications. To support student success, CTC is hosting and subsidizing certification training, July 4-7.

Work placements are needed in a variety of career areas including construction, health care, food service, hospitality and IT. The types of jobs or tasks could include job shadowing, clean-up, general labour, dish washing, food prep, etc.

Employers would provide an opportunity for youth to earn work experience and training; supervisors will confirm hours worked and provide a brief evaluation. The district coordinators will arrange the work placement, do brief site visits and manage issues, if required. Youth would gain work experience and earn high school credits.

JOB FAIR

There will be a Job Fair, Tuesday, July 4, 2-4 pm at NDSS – small gym. This Job Fair will allow supervisors, youth and coordinators the opportunity to meet, greet and coordinate a work placement. Potential employers get a table for interviews and youth will visit your table with a resume. **Table space is limited so employers will be based on industry and a first-come, first-serve basis.**

CERTIFICATIONS

Some students will be attending a certification training program. Here is a list of the certifications training.

Intro to Work: WHMIS + CSTS *or* Serving It Right *or* Driver "L" Prep *or* Food Safe *or* First Aid – Level 1

Health Care: WHMIS, CPR Level C with AED, Food Safe

Food Service: WHMIS, Food Safe, Serving It Right

Construction: WHMIS, First Aid Level 1, CSTS, Fall Arrest, Confined Space, Lockout, Respirator Fit

WORK PLACEMENTS

Work placements can be volunteer or paid. WCB is covered by the Ministry of Education for volunteer work placements. WCB must be covered by the employer for youth in paid work placements. A student could work at more than one location and for more than one employer, if required.

NEXT STEPS

If your company would like to participate in this program then please complete and return the EMPLOYER/JOB PROFILE. Please feel free to share this information with anyone that you feel you be interested.

This is a new initiative and we are looking forward to meeting you and building capacity in our community.

Roxanne Boyko

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