



# Industry Training Program Application

Submission deadline:  
**March 31, 2022**

Please complete all fields.

Student Name: \_\_\_\_\_ P.E.N.: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Current School: \_\_\_\_\_ Current Grade: \_\_\_\_\_

Counsellor: \_\_\_\_\_ Student Cell #: \_\_\_\_\_

Program you are requesting:

<b>Youth Train in Trades:</b>	<b>Industry Certification:</b>
Auto Body and Collision Technician	Cisco Networking Academy
Automotive Service Technician	Fitness Instructor
Baker	Tourism & Event Management
Carpenter	Microsoft Office Specialist
Construction Electrician	Palo Alto Cybersecurity Academy
Professional Cook	<b>Industry Connect:</b>
Hairstylist	DigiPen Gaming Academy
Metal Fabricator	Film & Broadcast
Painter	Graphic/Media Arts
Plumber	Health Sciences
Welder	Music Production & Technology
Other: _____	Robotics (Mechantronics)

Parent/Guardian Name: \_\_\_\_\_

Email address: \_\_\_\_\_

Please complete the address and phone number fields below **only** if they are different from the student.

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

I hereby give my daughter/son permission to participate in the Burnaby Schools Industry Training Program.

**Please note:** For certain Industry training programs, students may be required to purchase personal equipment and supplies.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Attach information as outlined on Industry Training Program Application Checklist**

## Industry Training Program Application Checklist

**Step #1**      Submit application package to include:

- Industry Training Program Application Form
- Student Self Evaluation & Transition Plan Form
- Teacher Reference Form
- Employer Reference Form (optional)
- Current resume

***Please note:***

*Upon acceptance into the program, Out-of-district students must submit the following:*

- Personal Information Consent – Secondary Form
- Notice of Outside Media in Schools – Secondary Form

*Upon acceptance into the program, ALL students must submit the following:*

- Student Medical Form
- Community Field Experiences Consent Form
- District Media Release Form
- Youth Apprenticeship and Sponsor Registration Form  
(For Youth Train in Trades Program ONLY)

**Step #2**      Submit application to: Your school's Career Centre

**Step #3**      Attend Interview

**Step #4**      Your school will be informed of your acceptance and a formal Letter of Acceptance will be sent to your home

FOR SCHOOL USE ONLY:      WCB Work Safety Test       Passed       Pending

Schools attach the following documents to students applications:

- Permanent Student Record
- Attendance History
- Copy of student's most recent report card
- Student designation (if applicable) \_\_\_\_\_
- Copy of student's IEP (attached)

**Signature of Administrator:** \_\_\_\_\_

Are you currently working in this industry field?

Yes

No

If so, what is the name of your employer \_\_\_\_\_

What aptitude/skills do you possess that will make you successful in your chosen program?

What are the most important qualities employers look for in an employee?

What are your long term Education / Career goals (1-5 years)?

Is there a specific occupation for which you are intending to pursue training or employment?

Do you have any allergies or health concerns that may affect your participation in your chosen program? (eg food allergies, injuries etc.)

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



List the courses you are taking and/or are planning to take in Grade 11 and 12

Grade 11	Grade 12

Which courses are most directly related to your career plans?

## Teacher Reference Form

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

**Current Grade:** \_\_\_\_\_

**Program Applied To:** \_\_\_\_\_

Please assist in the selection process by providing information. Once completed, please return to the student for submission with the rest of their application package.

How long and in what capacity do you know the applicant?

Do you think that this student demonstrates a positive and enthusiastic attitude towards learning?

Does this student have strong communication skills?

Do you feel that this student is an attentive listener and is able to follow directions?

What qualities will make this student successful in their chosen program?

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

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

**Date:** \_\_\_\_\_



## Employer Reference Form

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

**Current Grade:** \_\_\_\_\_

**Program Applied To:** \_\_\_\_\_

Please assist in the selection process by providing information. Once completed, please return to the student for submission with the rest of their application package.

How long has this student been employed at your business?

What type of tasks/responsibilities does the student perform?

Do you think that this student demonstrates a positive and enthusiastic attitude towards learning?

Does this student have strong communication skills?

Do you feel that this student is an attentive listener and is able to follow directions?

What qualities will make this student successful in their chosen program?

**Employer Name:** \_\_\_\_\_

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

**Date:** \_\_\_\_\_