



# Off-Campus Work Experience Application - Fall/Winter

Your employer must agree to participate in this program for Work Experience, and you must have a secured position within the Calgary area.

## Student Information

Calgary Board of Education Number \_\_\_\_\_ Alberta Student Number \_\_\_\_\_

Birth Date (MM/DD/YYYY) \_\_\_\_\_ Gender  Female  Male  Other/Not Disclosed

Legal Last Name \_\_\_\_\_ AKA Last Name \_\_\_\_\_

Legal First Name \_\_\_\_\_ AKA First Name \_\_\_\_\_

Legal Middle Name \_\_\_\_\_ Maiden Name (if applicable) \_\_\_\_\_

Note: Legal name must match the name on your legal document. Student's AKA Name is a name by which the student is commonly known in the family and community.

Address \_\_\_\_\_ City \_\_\_\_\_

Province \_\_\_\_\_ Postal Code \_\_\_\_\_ E-mail \_\_\_\_\_

Cell / Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

## Emergency Contacts (at least one parent or close relation is best)

1) Name \_\_\_\_\_ Relationship \_\_\_\_\_ Best Contact Phone \_\_\_\_\_

2) Name \_\_\_\_\_ Relationship \_\_\_\_\_ Best Contact Phone \_\_\_\_\_

## Citizenship

Canadian  Canadian Aboriginal  Permanent Resident / Landed Immigrant

Child of a Canadian Citizen  Refugee

Child of an Individual Under Work Permit  Work Permit / Temporary Resident

International Student Birth Country \_\_\_\_\_ Home Language \_\_\_\_\_

## School Status

Current or most recent high school attended \_\_\_\_\_ Grade \_\_\_\_\_

## Declaration

The information provided on this form is true, accurate, and complete. I will notify the school of any changes.

\_\_\_\_\_  
Signature of Custodial Parent / Legal Guardian / Independent Student

\_\_\_\_\_  
Date (MM/DD/YYYY)



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### Prerequisite Module

HCS 3000 (Workplace Safety Systems) is the prerequisite (1-Credit) module students must have before participating in the Work Experience Program.\*

- I have earned HCS 3000 credit       I will earn HCS 3000 credit through the Off-Campus teacher

**\*Work Experience Program credits cannot be assigned to students who have not completed HCS 3000.**

### Specialized Program Partner (if applicable)

- Calgary Fire Cadets       Calgary Sports & Entertainment Corporation (Calgary Flames)  
 Calgary Stampede Foundation (Showband, Showriders, and Young Canadians)       Calgary Youth Singers  
 Junior Achievement of Southern Alberta       Stetson Showband

### Employer Information (if applicable)

Company Name \_\_\_\_\_ Current Employer?  Yes  No

Anticipated Start Date \_\_\_\_\_ Student Position \_\_\_\_\_

Company Contact Name \_\_\_\_\_ Phone # \_\_\_\_\_

Worksite\* Address \_\_\_\_\_ Quadrant (i.e. N.W.) \_\_\_\_\_

\*Worksite must be within Calgary city limits.      Company Address (if different) \_\_\_\_\_

### Additional Forms Required

- Legal Documentation – showing citizenship (please provide a copy of one of the following):
- Adoption Certificate       Canadian Birth Certificate       Canadian Citizenship Card
  - Canadian Passport       Certificate of Indian Status       Permanent Resident / Landed Immigrant Card
  - Refugee Papers       Study Permit (5-416)       Work Permit / Temporary Resident Permit

**If you are not a current Calgary Board of Education student, the following form is also required.**

- Chinook Learning Services Student Registration Form (pdf), download from [www.tinyurl.com/CLS-StudentRegForm](http://www.tinyurl.com/CLS-StudentRegForm)

### How To Apply

Submit all applicable forms to Chinook Learning Services at Lord Shaughnessy High School:

- Mail or In-Person: 2336 - 53 Avenue SW, Calgary, AB T3E 4M2
- Email: [CLS-SIS-OC@cbe.ab.ca](mailto:CLS-SIS-OC@cbe.ab.ca)

Personal information is collected under the authority of the School Act, the Student Record Regulation and Alberta's Freedom of Information and Protection of Privacy Act (FOIP). This information will be used for enrolling students in Off-Campus Education programs. It will be treated in accordance with the privacy protection provisions of the FOIP Act. If you have any questions about the collection or its intended use, contact Off-campus Education, Calgary Board of Education, 1221 8 St SW, 403-817-7518.