



Cooperative Education Application

2010 Application for Admission

SECTION I: STUDENT INFORMATION

First Name: _____ Last Name: _____

Male Female Birthdate (mm/dd/yy): ___/___/___ Nationality: _____ First language: _____

Telephone: (____) _____ Cell: (____) _____ Email: _____

Class Start Date: _____ Coop Start Date: _____

SECTION II: AREAS OF INTEREST

The following industries don't require experience or training

VANCOUVER	TORONTO	MONTRÉAL
<ul style="list-style-type: none"> • The Arts (Art, Music, Theatre, Dance) • Banking/Credit Unions • Business Associations • Education • Event Marketing/Coordination • Hotels • Human Resources • Market Research • Non-Profit Organization/Social Program Specify Area: _____ • Radio • Retail/Customer Service • Sports/Recreation • Tourism/Tourist Attractions • International Trade/Logistics • Travel Agencies 	<ul style="list-style-type: none"> • The Arts (Art, Music, Theatre, Dance) • Business Associations • Education • Environmental Protection/Sustainability • Event Marketing • Hotels/Hostels • Human Resources • Marketing/Marketing Research • Non-Profit Organizations Specify Area: _____ • Radio • Retail/Customer Service • Logistics • Sports/Recreation • Tourism/Tourist Attractions • International Trade • Travel Agencies 	<ul style="list-style-type: none"> • The Arts (Art, Music, Theatre, Dance) (B, E, F) • Airport (E) • Business Associations (F) • Education (police check may be needed (E, F)) • Environmental Protection/Sustainability (E, B) • Event Marketing (E, F) • Finance (Administrative) (B, E, F) • Health Care –Elderly (E) • Horticulture/Greenhouse (E) • Hotels/Hostels (B – advanced) • Human Resources (B, E, F) • Marketing/Marketing Research (B, E, F) • Non-Profit/Social Program (B, E, F) Specify Area: _____ • Radio (B, E) • Retail (B) • Logistics (E) • Sports/Recreation (B, E) • Tourism/Tourist Attractions (B) • Travel Agencies (B – advanced)

Options with experience and training required (maybe administrative in nature)

VANCOUVER	TORONTO	MONTRÉAL
<ul style="list-style-type: none"> • Architecture • Communications • Computers/IT Specify Area: _____ • Design – Industrial/Interior • Engineering Specify Area: (civil, mechanical etc.) _____ • Finance/Accounting • Graphic/Web Design (portfolio needed) • Health Care/Social Services Specify Area: _____ • Law (office clerical experience, only minor exposure to legal system) • Management Consulting Specify Area: _____ 	<ul style="list-style-type: none"> • Architecture • Communications • Clothing, Fashion, & Textiles (Portfolio needed) • Computers/IT Specify Area: _____ • Design – Industrial/Interior • Engineering Specify Area: (civil, mechanical etc.) _____ • Finance/Accounting • Graphic/Web Design (portfolio needed) • Health Care • Journalism (portfolio needed) • Law (minor exposure to legal system) • Management Consulting • Photography (portfolio needed) • Science Specify Area: _____ 	<ul style="list-style-type: none"> • Communications (B, E, F) • Clothing, Fashion, & Textiles (Portfolio needed) (B, E, F) • Computers/IT (B, E, F) Specify Area: _____ • Design – Industrial/Interior (B, E, F) • Engineering (B, E, F) Specify Area: (civil, mechanical etc.) _____ • Finance/Accounting (B, E, F) • Graphic/Web Design (portfolio needed) (B, E, F) • Health Care/Social Services (E) Specify Area: _____ • Journalism (B, E, F) • Law (minor exposure to legal system) (B, E, F) • Management Consulting (F) • Real Estate (B, E, F) • Science (B, E) Specify Area: _____

E = English Imperative F = French Imperative B = Bilingual (French and English)

CITY OF CHOICE:

Please choose 3 areas* in which you would like to do your volunteer placement.

*Students must accept a placement in ANY of their 3 choices

1st choice:

2nd choice:

3rd choice

SECTION III: STUDENT DOCUMENT CHECKLIST

Please initial in each box for your confirmation.

_____ I have provided a valid email address

_____ I have submitted my resume, cover letter and Co-op application 1 month prior to my arrival to my agency and emailed an electronic copy to **coop-info@ilsc.ca**.

_____ I have read, understand, and accept the application in its entirety. (If you need help with translations of the Program Policies & Student Agreement below, please ask your agent or counselor prior to signing the document).

SECTION IV: CO-OP PROGRAM POLICIES & STUDENT AGREEMENT

- I accept that the placements are voluntary, unpaid and intended for language acquisition, not for vocational or career skills training.
- I understand that due to the nature of the Canadian labor market and economy, ILSC cannot guarantee interviews with certain companies or specific industries. Therefore, it is not always possible to find a volunteer placement that fulfills the exact criteria of the student.
- The minimum required for English/French Co-op placements is a language level of Intermediate 3. Co-op students must complete a minimum of one full session of classes at an I3 level. For more information please contact your appointed counselor or agency.
- I accept that I may be required to enroll in additional classes or cancel my Co-op program if I do not meet the required language level or if I do not meet my student responsibilities.
- I accept that placements depend on the availability of positions with host companies, the timing of my placement, my skills, experience, language level and performance in the interview. I consent to the Co-op Department choosing a suitable placement for me at their discretion, with my best interests in mind and using their best judgment and expertise.
- I accept that although many businesses are located in the downtown Vancouver / Toronto / Montreal areas, a placement may be located farther away. All placements are accessible by public transit (bus or train).
- I accept that the host company may require me to have a criminal record check prior to offering me a placement. Some organizations require that students have a criminal record or medical check/background clearance or reference letters from their home country in order to volunteer. Therefore, students should consult with their agents and are encouraged to have this completed before leaving their home country.
- I accept that I am also responsible for any other miscellaneous program related costs including but not limited to transportation to/from the interviews and during their placement, meals during their internship, and criminal record checks.
- I understand that ILSC may use information on this form and during my internship for Marketing purposes. I hereby give permission for ILSC to use my testimonials, reports, name, video and photograph for such purposes.
- Upon accepting an internship, I am responsible for completing the registered placement term. I understand that a minimum of 4 weeks of the scheduled internship is mandatory to receive a certificate of completion.
- I will maintain communication with my Program Coordinator by submitting weekly reports or emails throughout my placement in order to obtain my certificate of completion.
- I accept that withdrawal from the Co-op program before classes begin will result in a full refund minus the \$200 administration fee, and a withdrawal after classes begin will result in a full credit to tuition (no cash refund) minus the \$200 administration fee. Within six weeks of the placement start date, ILSC will not refund or credit any program fees.
- I confirm that the information I have given in this application, resume and cover letter is true, otherwise my application to the Coop program may be denied and/or my placement may be changed or delayed.

Student's Signature: _____

Date: _____