



STUDENT INFORMATION



APPLICATION PROCESS

READ CAREFULLY

Who is Eligible to Apply for the New Brunswick Youth Career Connections Program?

Students in all provincial high schools who successfully complete Grades 10 or 11 in June of intake year, with satisfactory marks and good attendance and are selected through a competitive process or apply through an Expression of Interest.

What Is The Time Commitment?

The time frame for the NBYCCP is June – December.

What is the Work Commitment?

The positions posted will be for a specific period of time as outlined by the employer. The majority of work will take place during the summer months. All jobs will provide you with **paid** work experience and require a **minimum** of 150 hours.

What is the Commitment to Attend Workshops?

NBYCCP students will gain extensive employment readiness skills through participation at the “day” NBYCCP workshops in a fun, friendly atmosphere. Attendance at all workshops is mandatory and expected by the employer partner. The first workshop will take place in June and is of tremendous value before starting your job. Students must complete the curriculum and work experience to graduate from the NBYCCP.

How Do I Become A New Brunswick Youth Career Connections Student?

Through the application process, the successful candidate (chosen by the employer) will become part of the NBYCCP. **REMEMBER, THESE ARE REAL JOBS AND THERE IS COMPETITION, SO TAKE YOUR TIME AND DO IT RIGHT. THERE IS ONLY ONE CHANCE TO MAKE A FIRST IMPRESSION.** As determined by the district coordinator, a specific number of seats will be made available to students currently employed who apply through the Expression of Interest process

APPLICATION PROCESS - #1

PROCESS #1 POSTED POSITIONS

Competitive process – Application forms available at guidance office

- ∞ After looking at the positions available, choose one or more that you feel you will enjoy and that you and your reference (teacher) feel you are qualified for.
Read each position carefully to see if it is suited to your needs (ie physical location of business).
- ∞ Each position applied for will require an original of each of the following:
 - ∞ **Resume** – well organized, easy to read, typewritten and NO spelling errors
 - ∞ **Cover letter** – remember this is your chance to show an employer what qualifies you for the job. This is a very important part of the application.
 - ∞ **NBYCCP Application Form** – completed neatly in ink.

DEADLINE: To Be Determined by District Coordinator

Please note: Employers will not accept applications directly from an applicant....all Applications must go through the office of the NBYCCP coordinator

APPLICATION PROCESS - #2

PROCESS #2 - STUDENTS CURRENTLY WORKING

Expression of Interest – Forms available at guidance office

Students who have or are certain to have established paid employment and request an opportunity to be part of the New Brunswick Youth Career Connections Program are eligible to apply. The number of students accepted will depend on the number of seats available. If you are interested in applying by this process you must meet the following requirements:

- a. Be successfully completing grade 10 or grade 11 with satisfactory marks and good attendance in a public high school
- b. Be willing to attend all NBYCCP workshops and complete the NBYCCP curriculum
- c. Complete the EXPRESSION OF INTEREST application form by deadline and submit to your Guidance Counselor

NBYCCP "POSTED POSITIONS" APPLICATION FORM

POSITION: _____ # _____

COMPANY NAME: _____

STUDENT PERSONAL INFORMATION

Name: _____

Address: _____

Telephone No. _____ Parent/Guardian _____

EDUCATIONAL INFORMATION

High School: _____ Current grade: _____

REFERENCE – ***Must be a teacher currently teaching in your School***

Teacher, please note: Your signature indicates to the employer that you are CONFIDENT of the student's ability to meet the requirements of the position. You may attach further information if so desired.

I, _____ have read the company's requirements for the applied for position
(teacher name – please print)
and would recommend _____ for this opportunity.
(student name)

Teacher's signature

PARENT/GUARDIAN CONSENT

Please understand the position your son/daughter is applying for will provide the successful candidate paid work experience and employment skills training (with hours and responsibilities outlined by the employer). Hours are outlined in the job description and may be covered during the interview. Those hired will become NBYCCP **students and are required to attend compulsory workshops with the first one being a 4- day (day time only) workshop held in June.** The NBYCCP is a Business/Educational partnership and operated in addition to the regular high school curriculum. It is a competitive process with the employer selecting the successful candidate. Once the hiring process is complete the successful student applicant, their parent(s) and employer partners will attend an information evening at a time and place to be determined by the program coordinator. At this time all parties will receive additional program information.

SIGNATURE PARENT (Guardian) _____

Although the cost of workshops and meals are fully covered by the Department of Education, students may be required to pay a minimal cost for a special workshop or incidentals.

Students will be earning money and should be expected to pay this expense themselves, if it is required.

EXPRESSION OF INTEREST APPLICATION FORM

Applications forms must be submitted to your Guidance office at a time and date determined by your district NBYCCP coordinator

CURRENT EMPLOYER: _____

YOUR POSITION: _____

STUDENT PERSONAL INFORMATION

Name: _____

Address: _____

Telephone No. _____ **Parent/Guardian** _____

EDUCATIONAL INFORMATION

High School: _____ **Current grade:** _____

Are you willing to participate in all New Brunswick Youth Career Connections Program activities and workshops? _____

Please write a brief paragraph outlining why you would like to become part of the New Brunswick Youth Career Connections Program.



INDEPENDENT LEARNING ACTIVITIES

Under the guidance of the District Coordinator, students will be expected to complete the following on their own time.

1. Passport to Safety – On-line Internet exercise
2. Service Learning project –
 - a. Includes 15 - 20 hrs. Volunteer service
 - b. Writing a report outlining your volunteer experience (overview provided)
3. Interim Report -
 - a. This will be a combination of what you have learned at your 4-day workshop and on the job work experience. A copy of the report, along with a thank you letter from the district, will be sent to your employer/supervisor by the program coordinator

Students are required to attend all workshops. If it is unavoidable that a student must be absent for one or more workshops, he/she will be required to complete a make up assignment. Commitment to the program by all parties is essential for the well being of the program.