



## SHSM Regional Construction Student Application

### Application Deadline: Wednesday May 7, 2014

Thank you for your interest in applying for the **2014/2015 District School Board of Niagara's Specialist High Skills Major Regional Construction Home Build Project**. Please complete the attached application form indicating your interest in either the Semester 1 or Semester 2 build.

#### **To participate in this regional home build project, please be advised that:**

- students must be 16 years of age at the start of Semester 1;
- students are required to attend all in-school training days;
- students are required to commit to being present on the job site from 8:00 a.m. to 3:00 p.m. Monday-Friday;
- students must be working towards their Specialist High Skills Major in Construction;
- students may still participate in extra-curricular activities at their home school that do not interfere with their home build project schedule as noted above;
- students are strongly encouraged to arrange their own transportation to and from the job site in advance. **Although every effort is made to secure the build site location in advance, it is possible for the build to be re-located from the site below. Please be prepared to discuss your travel arrangements during your interview.**

**Semester 1 Location:** To be determined

**Semester 2 Location:** To be determined

#### **Please send your completed applications to:**

Roy Smith at School Support Services (91 Bunting Road, St. Catharines) via the courier, or email attachment. Once all applications are in, the Lead SHSM Regional Construction Teacher will contact schools regarding interview dates for students.



**District School Board of Niagara  
Specialist High Skills Major (SHSM)  
2014-2015 Regional Construction Home Builds  
Student Application Form**

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**Students MUST be 16 years of age at the start of the home build school semester to participate.**

**Please include the following 5 items when submitting your application:**  
(Please check when completed)

- Student Registration Form**
- Cover Letter** (possible format provided)
- Resume** (sample outline provided)
- A current **Credit Counselling Summary** – Please see Student Services
- A current **Attendance Profile** – Please see the Attendance Office



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**Student Registration Form**

**Personal Information** – Please print neatly and provide all requested information below:

<b>Legal Surname:</b>		<b>First Name:</b>		<b>Middle Name:</b>	
<input type="checkbox"/> Male	<b>Date of Birth:</b> DD: _____ MM: _____ YYYY: _____			<b>Present Age:</b>	<b>Grade:</b>
<input type="checkbox"/> Female					
<b>Home Address:</b>				<b>Apt/Unit#:</b>	
<b>City:</b>				<b>Postal Code:</b>	
<b>Home Phone:</b>			<b>Cell Phone:</b>		
<b>Email:</b>					
<b>Home School:</b>			<b>School Phone:</b>		

**Recommendation**

Please provide three (3) references willing to recommend you for the SHSM program. Ask your reference to sign this form and make a short one or two sentence comment. You should complete the rest of the form. **(Print name, position, and phone number.)**

Reference Name	Reference Signature	Position	Phone Number
1.			
<b>Comments:</b>			
2.			
<b>Comments:</b>			
3.			
<b>Comments:</b>			



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**Proposed Timetable for SHSM Credits**

(Please complete with the assistance of Student Services)

**I, (name):** \_\_\_\_\_

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Home Phone: (        ) \_\_\_\_\_  
                            DD                      MM                      YYYY

Presently Attending: \_\_\_\_\_ School

**Intend to enroll in the (Please check):**

(Note: You must be 16 years old at the start of the build semester selected to participate)

- Construction SHSM Semester 1 Build
- Construction SHSM Semester 2 Build

**My plan is to take the following SHSM required credits:**

- 2 **Major Credits** Year 3
- 2 **Major Credits** Year 4
- 2 **Co-op Credits** Year 3 or 4
- 1 **Math** Year 3
- 1 **Math** Year 4
- 1 **English** Year 3
- 1 **English** Year 4
- 1 **Science** or **Business** Year 3 or 4

**Please note: The SHSM program does not allow for substitutions of courses.**





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### **Cover Letter (Possible Format)**

The cover letter should contain all of the most relevant information that you want the employer to know about you. If, at the end of your interview, the employer knows this information, then you have had a good interview.

The cover letter will also help you answer the first question in your SHSM cooperative education placement interview, which will ask you to tell the interviewers something about yourself.

#### **Paragraph 1**

Introduce yourself.

- why you are interested in this opportunity
- your long-term education and career goals

#### **Paragraph 2**

Summarize your work experience.

- highlight any related work experience

#### **Paragraph 3**

Summarize your qualifications for this opportunity.

- related courses
- related certifications
- personal characteristics

#### **Paragraph 4**

State when you are available to work.

- the number of hours per day you can work
- preferences (or lack of preferences) for shifts, overtime, weekends
- preferences (or lack of preferences) for part-time or full-time work

#### **Paragraph 5**

Indicate why you think you would be an excellent choice for this program.

Indicate that you are willing to attend an interview.

#### **Paragraph 6**

Concluding statement

Closing



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**Resume (Sample Format)**

**NAME**

Address

City, Province, Postal Code

Phone/Cell Number

E-mail Address

**Career Objective:**

**Education and Training**

Year

School Name

Phone Number

**Work Experience**

(list a maximum of three employers)

Year

Company Name

Job Title

Address and Phone Number

**Special Skills**

(use of trade-specific equipment, computer skills, a second language)

**Certifications**

(Include any First Aid, CPR, WHMIS, Fall Arrest, school or work related awards, or other qualifications or licences you have earned.)

**Volunteer Experience**

**Interests**

**References**

(minimum of two - maximum of four)

Name

Position

Company

Phone Number