

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 Horticulture Program**, hosted at the St. Catharines Regional SHSM Centre, 91 Bunting Road, St. Catharines.

Please complete the attached application form indicating your interest in either Semester 1 or Semester 2.

To participate in this regional program, please be advised that:

- students must be working towards their Specialist High Skills Major in Horticulture;
- students are responsible for their own transportation to and from the St. Catharines Regional SHSM Centre. **Please be prepared to discuss your travel arrangements during your interview;**
- students may still participate in extra-curricular activities at their home school that do not interfere with the schedule of this program.

Please send your completed applications to:

Roy Smith at School Support Services (91 Bunting Rd, St. Catharines) via the courier, or email attachment. Once all applications have been received the lead SHSM Regional Horticulture DIG IT! Teacher will contact schools regarding interview dates for students.

SHSM Regional Horticulture Application

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

Student Registration Form

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

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

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.			
Comments:			
2.			
Comments:			
3.			
Comments:			

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):

- SHSM Regional Horticulture Program Semester 1
- SHSM Regional Horticulture Program Semester 2

My plan is to take the following SHSM required credits:

- 2 **Major Credits** Year 3 or 4 (will be achieved at the Regional SHSM Horticulture Facility)
- 2 **Major Credits** Year 3 or 4 (to be achieved at the student's home school)
- 2 **Co-op Credits** Year 3 or 4 (will be achieved at the Regional SHSM Horticulture Facility)
- 1 **Math** Year 3 or 4 (to be achieved at the student's home school)
- 1 **English** Year 3 (to be achieved at the student's home school)
- 1 **English** Year 4 (to be achieved at the student's home school)
- 1 **Science** or **Business** Year 3 or 4 (to be achieved at the student's home school)

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

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

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

Indicate that you are willing to attend an interview.

Paragraph 5

Concluding statement

Closing

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
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Work Experience

(list a maximum of three employers)

Year	Company Name Address and Phone Number	Job Title
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Special Skills

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

Certifications

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

Volunteer Experience

Interests

References

(minimum of two - maximum of four)

Name

Position

Company

Phone Number