



Partners at Work: Show What You Know

A cooperative venture between the City of Vancouver and the Vancouver School Board to provide opportunities for high school students to experience the day to day activities of their chosen careers.



Vancouver School Board

Student Placement Request Form

Placement Dates: March 12-16 and March 26 - 30, 2007

Thank you for your interest in hosting a student. **Please complete this request form for one student only.** If you are taking 2 students (one for each week), then please complete another form for the second student. Forward your completed form to **your departmental representative by January 22, 2007** (contacts on page 2). If you do not have a department representative on the contact list then please send your completed form to Julianna Torjek, Social Planning Department, fax: (604) 871-6048. Confirmed placements will depend on the availability of a suitable student, every effort will be made to make a great match!

Please provide your contact information below:

Name: _____ Position: _____
Department: _____ Tel: _____ Fax: _____
Location: _____ E-mail: _____

If the student will report to another staff member in your group, please provide their contact information:

Name: _____ Position: _____
Department: _____ Tel: _____ Fax: _____
Location: _____ E-mail: _____

Please check which week(s) you are prepared to take a student. Remember one request form per student

Placements are typically for one week, however, if you select to host a student during Spring Break or to host the same student for two weeks this will require a special arrangement. Two week placements must be split between one of the early weeks on March and Spring Break so that students are not absent from school for an extended period. If you have any questions about special arrangement placements please call Julianna Torjek, at (604) 871-6212.

I would like to host a student during the week(s) of [please place a check in the appropriate box(s)]:

- March 12 - 16, 2007
- March 26 - 30, 2007

Special Arrangement Placements

- March 19 - 23, 2007 (Spring Break)**
- Other _____

Days of Work for this placement _____ **Hours of Work** _____

Students who are doing placements March 12 – 16 or March 26 – 30 need to be released at 12noon on the Friday so they can attend a wrap-up session in Council Chambers at 1:00 p.m.

Does this work falls under a CUPE 1004 union jurisdiction, please check one. yes no

Activities: This is very important information for the teachers and students who will be making decisions on best matches to your placement. The more detailed you can be about the specific tasks the student will be doing the better (if you need more room, feel free to add attachments):

Prerequisites: If you would like to be more specific about what type of student or the skills they need for this placement, please complete the following section:

I would be happy to host a student who is exploring various careers and may not currently be enrolled in a career preparation program related to this placement. (check one) **yes** **no**

I want to host a student who is taking a career preparation program related to _____ or who has a career interest in _____.

I want to host a student who has skills, abilities or training in the following: (for example, has training in specific computer software applications, is able to work with animals, has training in food preparation, etc.)

Note: Further information on the VSB career preparation programs is posted under "Employee Programs" on the staff City Wire website, under "Partners at Work",

Special Considerations: _____
(Security check, special attire, etc.)

For office use only

Date Application Received	Date Placement Added to Data Base	Placement Request #
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