CAREERS – HIGH SCHOOL INTERNSHIP APPLICATION

CAREERS is a charitable foundation working with young Albertans and employers to create internship opportunities that enable youth on their path to a rewarding career.

Applicant Information

First Name:		Middle name:		Last Name:	
Address or PO Box:					
City:		Postal Code:		Province:	
Email Address:		Home Phone:		Mobile Phone:	
Birthdate (dd/mm/yyyy):		Alberta Student ID: Find at: Lookup ASN | Government of Alberta			

Gender: ☐ Male ☐ Female ☐ Prefer to self-describe ☐ Prefer not to Identify

Pronouns: ☐ He / Him ☐ She / Her ☐ They / Them

Do you Identify as Indigenous? ☐ No ☐ First Nation ☐ Métis ☐ Inuit ☐ Prefer not to say

If applicable, which First Nation or Métis Settlement you are connected to?

What high school do you attend:		What year do you expect to graduate in?	

Do you have a driver's license? ☐ No ☐ Class 5 ☐ Class 7 Learners ☐ Other_____

If you don't have a class 5 driver's license, when do you expect to have one? ☐ within 1 month ☐ within 3 months ☐ within 6 months ☐ within 1 year ☐ More than 1 year ☐ Not planning on getting a driver's license

Program Information

Describe the type of work that interests you:	

If you are interested in trades answer the following questions:

Are you already registered or hope to be registered as an apprentice (trades only)? ☐ Already Registered ☐ Want to be Registered ☐ Currently Undecided

Which Trade(s)? A full list is below. Check out **Tradesecrets** for a complete overview of each skilled trade	

Skilled Trades

- Agriculture Equipment Tech.
- Appliance Service Technician
- Auto Body Technician
- Auto Service Technician
- Barber
- Baker
- Boilermaker
- Bricklayer
- Cabinetmaker
- Carpenter
- Communications Technician
- Concrete Finisher
- Cook
- Crane & Hoisting Operator
- Electric Motor Systems Technician
- Elevator Constructor
- Floor Covering Installer
- Gas Utility Operator
- Hairstylist
- Heavy Equipment Technician
- Industrial Mechanic (Millwright)
- Instrumentation & Control
- Insulator (Heat & Frost)
- Ironworker
- Landscape Horticulturist
- Lather (Interior Systems Mechanic)
- Metal Fabricator (Fitter)
- Motorcycle Mechanic
- Natural Gas Compression Tech
- Oil & Gas Transportation
- Outdoor Power Equip. Tech.
- Refrigeration & Air Conditioning
- Recreation Vehicle Service Tech
- Electrician
- Machinist
- Gasfitter
- Transport Refrigeration Technician
- Glazier
- Locksmith
- Parts Technician
- Plumber
- Power Systems Electrician
- Powerline Technician
- Rig Technician
- Roofer
- Sheet Metal Worker
- Sprinkler Systems Installer
- Steamfitter-Pipefitter
- Steel Detailer
- Water Well Driller
- Welder

CAREERS
take on the future

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Program Information

Select up to 4 Areas of Interest to help us better understand your internship preferences. The more areas you choose, the wider the variety of internship possibilities.

A complete list of areas of interest that you can choose from is found at the end of this application form.
Or on our website: https://www.careersnextgen.ca/get-an-internship/careerpathways

CAREERS is not able to guarantee specific occupations but aims to enhance career exploration and skill development.
To discuss your options in more detail, connect with your CAREERS Program Coordinator or contact info@nextgen.org

Area of Interest 1:		Area of Interest 2:	
Area of Interest 3:		Area of Interest 4:	

Tell Us About Yourself: this information will assist us in telling potential employers more about you!

Do you have any interests outside of school? *(Tell us about teams you are on or extracurricular activities you have that showcase your skills and how you work with others.)*	
Have you taken any special courses like dual-credit, exploratory, or CTS-related courses? *(Describe key CTS classes or online courses you may have taken that speak to skills you have.)*	
Why are you interested in an internship?	

Occupational Course Information

Will you have the appropriate prerequisite completed prior to the start of this internship? (*Select those you have completed*)	☐ HCS 3000 ☐ ARG 3000 ☐ Both ☐ Neither
Have you completed any of the following occupational courses? *(Check all that apply)*	☐ CSTS (Construction Safety Training) ☐ Fall Arrest ☐ Food Safety ☐ ESTS (Electrical Training Safety Systems) ☐ First Aid ☐ H2S Alive

Availability (Check all that apply)

What is the preferred start date for the Internship? *(dd/mm /yyyy)*		Can you work on weekends? ☐ Yes ☐ No	Can you work on days when school is off? ☐ Yes ☐ No

How many hours are you able to work per week?	☐ Flexible ☐ 10 ☐ 20 ☐ 30 ☐ 40 (full time)	During the semester you are applying for the internship, what is your school schedule?	☐ Full Class Load ☐ Morning Classes ☐ Afternoon Classes ☐ Very Flexible
Could you be available full days during the school year? (*This would be due to schedule flexibility and with school/parent approval only.)*	☐ Yes ☐ No		

Provide any additional info about your availability.	

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Internship Information

CAREERS internship programs are links between education and career pathways. Program participants are expected to seize opportunities for learning and growing their career knowledge while in the internship. CAREERS team members will check in on participants and employers during the internship. Participants are expected to complete feedback surveys to assist in developing this program.

Internships are dependent on the availability of suitable worksites. Employers will interview and select applicants appropriate for their organization. Every attempt will be made to offer opportunities to each applicant accepted into the program; however, CAREERS cannot guarantee that every applicant will be placed.

Applicant Agreement

I am completing this application voluntarily. I acknowledge the information provided herein may be shared by CAREERS with teachers and employers for the purpose of an internship placement. While CAREERS strives to support and place all applicants, I am aware my application does not guarantee an internship placement.

For applicants under the age of 15:
I confirm that my parents are aware of me submitting this application and that they have consented to me doing so.

☐ I consent and agree to these terms.

In accordance with their company Health and Safety or Code of Conduct requirements, some employers may request applicants to provide proof of certain vaccinations (including COVID 19 vaccination) or to participate in drug/alcohol screening prior to employment. If you do not agree to participate in such screening or are unable to provide proof of vaccination, your application may not be successful with opportunities and/or employers who have these requirements. This might limit the internships available to you.

☐ I understand that an employer may request drug/alcohol screening and/or proof of vaccination.

I understand that photographs (audio/video recordings) may be taken during my internship or events hosted or organized by CAREERS. I consent to having my photograph taken or being audio/video recorded and to the use of my photograph (audio/video) in CAREERS presentations or publications. I understand that if photographs (audio/video recordings) are used for presentations of any kind, names or other identifying information will not be associated with them unless I provide my authorization. CAREERS may use the information you provide to improve our program and services and analyze the work we do. For these purposes, any personal information that could identify you will be removed or changed before files are used for analysis. I also understand that this is completely voluntary and if I do not consent this will not impact my application process or being successfully placed in an internship in any way. This consent will remain in effect until it is withdrawn and I also understand I can withdraw this consent at any time.

☐ I consent and agree to these terms.

I hereby consent to receive emails, phone calls or other correspondence deemed necessary by CAREERS in relation to this or other CAREERS-related events, opportunities, or information. I understand this consent can be revoked at any time.

☐ I consent and agree to these terms.

Applicant Name: _____ (Printed, mandatory)	Date (dd/mm/yyyy): _____
Applicant Signature: _____	

NOTES:

- Send your completed application along with your resume and cover letter to your CAREERS Facilitator or info@nextgen.org
- Be sure to save the document before sending.
- If you are accessing this from the internet you must download the file before saving.

Areas of Interest

CAREERS – HIGH SCHOOL INTERNSHIP APPLICATION

*Indigenous Only	
Agriculture	
Agronomy	Provides experiential learning opportunities for individuals interested in the science and practice of crop and soil management. It typically involves hands-on training and mentorship in areas such as plant genetics, crop production, soil science, pest management, and sustainable agriculture practices. Interns may engage in fieldwork, data collection and analysis, and collaboration with agronomy professionals to gain practical skills and insights into the agricultural industry.
Animal Health	Internships in this area offer hands-on training for individuals interested in caring for both small pets and large livestock. Participants gain practical experience in animal care, diagnostics, treatment, surgery, and client interaction, preparing them for careers in animal health.
Animal Production	Animal production internships offer hands-on learning experiences for individuals interested in the management and operations of animal agriculture. Youth can be provided opportunities to work directly with livestock, such as poultry, cattle, swine, or sheep, in areas like breeding, nutrition, health management, and production systems. Interns may engage in tasks such as feeding, animal health monitoring, and facility maintenance.
Animal Support Services	Offers hands-on training for individuals interested in specialized areas of animal care and welfare. Interns will collaborate with trained professionals in tasks that could include veterinary care, animal grooming, pet boarding, animal training, animal behavior consulting, and animal rescue and adoption.
Animal Technology Systems	Youth can gain practical training and experiential learning in the application of technology in animal-related fields. The aim is to provide participants with hands-on experience in utilizing cutting-edge technologies to address challenges and improve efficiency in animal-related industries.
Food Production & Preservation	Provides hands-on experience for youth who are interested in food processing, packaging, quality control, and preservation techniques. The aim is to equip participants with the knowledge and skills necessary to ensure the safety, quality, and preservation of food products. This prepares interns for careers in food manufacturing, processing, quality assurance, research and development, and regulatory compliance within the food industry.
Horticulture	Discover occupations related to horticulture through hands-on training in the cultivation, study of plants, and landscaping. Overall, the goal of this internship program is to provide participants with practical skills and knowledge preparing them for careers in various sectors such as commercial horticulture production, landscape design and maintenance.
Techgronomy	An internship program in techgronomy offers a unique blend of technology and agronomy, focusing on leveraging cutting-edge innovations to enhance agricultural practices and sustainability. Opportunities available for youth aim to prepare participants for careers at the intersection of agriculture and technology, equipping them with the skills and knowledge needed to drive innovation, sustainability, and efficiency in the agricultural sector.
Energy Production and Supporting Technologies	
Energy Production	Youth will gain valuable exposure to the dynamic field of energy where they develop essential skills and gain insight into various aspects of energy production, including occupations related to power engineering, solar panels installation, oil and gas production, and wind turbine maintenance. Interns will work gain exposure to aspects of energy production and contribute to a more sustainable future.
Supporting Technologies	Internships focusing on supporting technologies for energy production provide young individuals with valuable exposure to the field of energy. Internships are typically tailored to individuals interested in fields such as renewable energy, oil and gas, hydrogen, or other forms of energy production. Interns will work alongside experienced professionals, gaining practical knowledge and hands-on experience in areas such as maintenance, engineering, operations, and project management. Equipping them with experience necessary

	to contribute effectively to sustainable and efficient generation, distribution, and utilization of energy resources.
Environment, Forestry and Related Technologies	
Environment Protection	Occupations focused on environmental protection contribute significantly to safeguarding ecosystems and natural resources. Youth will work alongside environmental professionals to explore opportunities that contribute to environmental research and monitoring effort while developing skills for careers in environmental protection and sustainability.
Forestry	Forestry occupations that support long-term forest management efforts. From forest monitoring to reforestation and even lumber mill operations, these roles offer diverse opportunities for impactful work. Duties will vary significantly but whether in the field or office these internships offer youth a chance to gain practical experience, develop specialized skills, and contribute to sustainable forest management practices.
Conservation & Education	Occupations focused on conservation are diverse and essential for preserving and protecting the environment. They encompass various roles that contribute to ecosystem conservation, safeguarding natural resources, wildlife, habitats, and promoting sustainable practices. Responsibilities in this area may include things such as environmental science, wildlife biology, sustainability practices, reclamation, and education.
Health Care and Medical Technologies	
Allied Health	Internships in allied health introduce young individuals to careers in healthcare support roles beyond doctors and nurses. Participants gain hands-on experience in various fields such as physical therapy, occupational therapy, speech therapy, and nutrition. They shadow professionals, assist in clinical settings, and learn about the vital role allied health plays in healthcare delivery.
Dental Health	Dentistry support internships provide young individuals with a valuable introduction to dental health, offering hands-on experience and the opportunity to learn directly from dental professionals. Interns have the chance to work in dental offices, gain exposure to different aspects of dental care, and contribute to improving oral health within their communities.
Health Administration	Interns in health administration can work in places like hospitals, clinics, or healthcare agencies, where they assist with administrative duties. They will gain exposure to various healthcare settings, networking opportunities, learn about healthcare ethics and patient rights, and contribute to improving healthcare delivery and outcomes. This opportunity prepares participants for leadership roles in healthcare administration by providing practical skills and industry insights.
Health Promotion	Internships in this area support community health initiatives by assisting in the implementation of health promotion programs and activities. Youth will work closely with health professionals and could assist with activities like designing campaigns, conducting assessments, and advocating for supportive policies. Through these internships, youth gain practical experience in community health and can develop skills in health promotion, communication, and program coordination.
Medical Technology	Interns work closely with medical technologists and other healthcare professionals to ensure that imaging procedures are performed accurately and efficiently. Interns may assist in helping to maintain imaging equipment, ensuring that it is in good working condition. Additionally, interns may be involved in administrative tasks, such as scheduling appointments and organizing patient records. Through these internships, youth gain valuable hands-on experience in diagnostic imaging and develop skills in patient care, equipment operation, and healthcare administration.
Patient Support	Patient support interns provide vital assistance to healthcare professionals in delivering quality care to patients. They assist with patient intake, monitor vital signs, and aid with personal care needs. Additionally, they handle administrative tasks like scheduling appointments and maintaining patient records. Through

	these internships, youth gain valuable experience in patient care, communication, and healthcare operations, preparing them for future careers in the healthcare field, including pharmacy support roles.
Information and Communication Technology	
ICT Business Marketing	These internships allow youth to explore a variety of roles in business and marketing professions that utilize technology in their daily responsibilities. Participants may gain hands-on experience assisting professionals in tasks such as content editing, administrative support, inventory handling, social media coordination, and user experience design. Through these internships, interns can develop skills in communication, organization, and digital tools, preparing them for future careers in related fields.
ICT Data Security	ICT data security interns assist in ensuring the security of information, systems, and data. They work closely with professionals to assist with tasks like implementing security measures, policies, and procedures to protect ICT systems from unauthorized access, cyber threats, and data breaches. Interns may also provide support in monitoring ICT systems for security incidents, analyzing security logs, and conducting vulnerability assessments. Through these internships, youth develop skills in security monitoring, incident response, and security awareness.
ICT Information Systems	Interns will collaborate with IT professionals to analyze user requirements and test system functionality. They may assist in configuring and customizing software applications, troubleshooting system issues, and providing user support, including assistance from a help desk technician perspective. Additionally, interns may help in documenting system processes and procedures.
IT Infrastructure	Opportunities provide youth with hands-on experience in various roles supporting technology systems and networks. Interns assist with tasks such as installation, configuration, and maintenance of IT systems. They troubleshoot technical issues, provide user support, and contribute to system optimization.
ICT Software Development	Interns will assist with the development of software applications and may have the opportunity to collaborate with software developers to write and debug code and ensure the smooth functioning of software. They also assist in documenting software specifications and may participate in software testing and quality assurance tasks.
Skilled Trades	
Building Trades	Interns will support various skilled trades within the construction industry, gaining hands-on experience and learning from experienced tradespeople. They assist in tasks related to carpentry, cabinet maker, concrete finisher, roofer, and other trades involved in building construction and maintenance. Interns may help with site preparation, material handling, tool maintenance, and general construction activities. They could also learn about building codes, safety regulations, and construction techniques.
Electrical Trades	Electrical trades interns assist in various aspects of electrical work under the supervision of experienced electricians. They help with installing, maintaining, and repairing electrical systems in various settings. Interns may assist in reading blueprints, running wiring, installing fixtures, and troubleshooting electrical issues. They also learn about electrical codes, safety practices, and proper use of tools and equipment. Through these internships, youth gain hands-on experience in electrical trades and develop skills in electrical installation, maintenance, and repair.
Industrial Trades	Industrial trades interns assist in a variety of skilled trades within industrial settings, such as natural gas compression technician, and water well driller. They work under the guidance of experienced tradespeople to learn and perform tasks related to their respective occupations. Interns will learn about safety regulations, equipment operation, and maintenance procedures.
Metal Trades	Interns will support various skilled trades involving metalwork, such as welding, machining, metal fabrication, and other metal related trades. Youth will work under the supervision of experienced tradespeople and may

CAREERS – HIGH SCHOOL INTERNSHIP APPLICATION

	support tasks such as welding metal parts, operating machinery to shape and cut metal, and assembling metal components. They also learn about metal properties, safety procedures, and proper use of tools and equipment.
Piping Trades	Piping trades interns assist experienced professionals in various tasks related to piping systems, including installation, maintenance, and repairs. Under supervision, they learn and contribute to activities such as cutting, threading, and fitting pipes, as well as installing and repairing fixtures and appliances. Interns also acquire knowledge of piping materials, codes, and safety regulations. These internships help interns develop skills in pipefitting, plumbing, and related areas.
Service Trades	Service trades interns support a wide variety of skilled professionals in service-oriented occupations, such as baking, barbering, cooking, gas utility operations, and other service trades. They work under supervision to learn and assist in servicing related to their specific trade. Interns will learn about safety procedures, equipment operation, and customer service.
Vehicle & Motor Related Trades	Vehicle & motor related trades interns support skilled professionals in trades related to vehicles and motors, such as automotive repair, motorcycle maintenance, and small engine repair. They work under supervision to learn and assist in tasks such as diagnosing issues, performing maintenance and repairs, and replacing components. Interns also gain knowledge of vehicle systems, tools, and equipment.
Aerospace and Aviation	Internships can provide youth with hands-on learning experiences in areas related to aircraft construction, electronic systems, and maintenance procedures. Led by industry professionals, students gain practical skills and theoretical knowledge essential for careers in aerospace engineering, avionics technology, and aircraft maintenance. Through this program, students develop problem-solving, communication, and teamwork skills while exploring diverse career opportunities.
Fine Arts and Education*	
Creative Arts*	Gain hands-on experience and develop skills in various aspects of artistic expression and media production. Interns can gain insights into the business aspects of fine arts and media production by assisting in tasks such as storyboard creation, set design, filming, editing, and post-production. Interns may also have the chance to explore their creativity, experiment with different artistic styles, and contribute to the realization of artistic projects. Through their internship, participants can gain practical experience preparing them for careers in fields such as film production, visual arts, media production, and related creative industries.
Education Support*	Internships offer youth valuable exposure to the field of education, providing hands-on experience and an opportunity to learn from school professionals in areas such as classroom support, library aide, and early childhood education. These internships help youth develop essential skills and gain insight into various aspects of education support. Interns can work in educational settings, gain exposure to different aspects of education, and contribute to the academic success of students.
Business*	
Communications & Marketing *	Communication and marketing internships offer participants the chance to gain practical experience and insights into various occupations related to advertising, broadcasting and journalism, hospitality and tourism, indigenous relations, and community engagement. Interns can work closely with professionals in the field, gaining real-world experience, and building a professional network preparing them for future careers in business.
Finance*	Internships in finance provide youth exposure to the financial industry, providing hands-on experience and the opportunity to learn from seasoned professionals. These internships play a pivotal role in fostering the development of essential skills and offering insights into diverse facets of finance, encompassing banking, accounting, and financial planning.