**Manufacturing Employment Project**

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 ***Connecting Students to Workplaces***

**Job Interview Request**

**ALL REQUESTS MUST BE RECEIVED BY 9am on Wednesday March 22nd ,**

**and MUST include an electronic copy of a resume**

Please complete this form and return to: Tracey Kelly, Learning Services

Waterloo Region District School Board

Phone: 519-570-0003 X4539

FAX : 519-570-5560

E-mail: tracey\_kelly@wrdsb.on.ca

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| **Student Information (please type or print clearly)** |
| Student Last Name:       | Student First Name:      |
| Home Address:      | Email Address:      |
| Home Phone #:       | Cell Phone #:       |
| All interviews will take place between 4pm and 8pm on Thursday, March 30th. **All students will be expected to arrive at least one half hour before their first interview**. |
| **Sharing Contact Information: (required for participation)** |
| I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (print name), understand that the above email/phone information only will be shared with our project partner, *Employment Ontario*, for the purpose of collecting feedback and making the student aware of other potential employment projects.Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Signature is required - Student signature (18 yrs or older) OR Parent/Guardian (if student under 18 years of age)* |
| **School Information** |
| School:       |
| Teacher Contact/Moderator:       | Teacher Signature:      |
| The Teacher Contact in signing this form (or by forwarding this form via Waterworks) is agreeing to:[x]  Verify that this student is completing their OSSD in June 2017 and will not be returning to school in the fall;[x]  Verify that the student has Manufacturing or other “Hard Tech” experience (i.e. Automotive, Construction) either in the classroom, OYAP placement, or summer employment;[x]  Confirm that the student is motivated and eager to learn;[x]  Act as a contact for Tracey Kelly in confirming the student’s receipt of interview information  |
| **Please select the companies, in order of priority, for which you would like to have interviews.**  |
| First Choice:       | Second Choice:      | Third Choice:       |

**Candidates will be contacted directly via email regarding interview times. All interviews will take place at the WRDSB Education Centre, 51 Ardelt Ave. in Kitchener on Thursday March 30th from 4-8pm. Students may not be interviewed for any or all positions in which they have expressed an interest.**