

## HIGH SCHOOL WORK EXPERIENCE PROGRAM



### GUIDELINES – PRINCE GEORGE AIRPORT AUTHORITY

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**Background:** The Cadet Leagues/BCAC in partnership with Prince George Airport Authority is offering a 40 hour voluntary work experience program to selected senior students/cadets that will provide them with the opportunity to work in an airport operations environment. This work experience will also fulfil the 30 hour work experience and community service requirement for graduation. The program is intended to expose those students/cadets who are contemplating a career in the aerospace industry to a real life experience working within their industry of choice.

**Students/Cadets attend the program as a high school student. To qualify for the program, a student/cadet must:**

- be a resident of B.C.;
- be a grade 11 or 12 high school student;
- satisfy the school board requirements for the Provincial High School Work Experience Program;
- be excused from school for the period of one week work experience;
- have successfully completed a criminal record check; and
- have a demonstrated technical interest.

**Outline:** The program consists of two separate, one week employment periods with the opportunity to employ a maximum of one student/cadet each period. Successful students/cadets will work, without pay, with Prince George Airport Authority for a period of five working days during which time they will work within the selected industry under the direction of a member of the management team. Students/Cadets will be expected to attend an orientation tour and briefing at Prince George Airport Authority on the first day of work, provide their own pair of approved work safety boots and provide their own transportation to and from the Prince George Airport Authority.

The Prince George Airport Authority normal work day is from 07:00 (am) to 15:00 (pm). Students/Cadets from outside the local area are responsible for providing their own transportation, rations and quarters. The program will consist of two, one week long work serials of one cadet/student each. The first serial will be conducted from March 13 to March 17, 2017, and the second from March 20 to March 24, 2017.

## **Application Process:**

- Students/Cadets are responsible for applying for a criminal record check and taking a completed application package to their squadron or a BCAC member. The Prince George Airport Authority's application package consists of a Prince George Airport Authority program application, release and waiver liability form and, if required, its confidentiality agreement form, the attached work resume and Applicant Tracking Form.
- The Unit CO or BCAC Member and Branch/Sponsoring Committee Chair will ensure the student/cadet has submitted an application for a criminal record check, will review the completed program package, will make their recommendation and will sign and return package to student/cadet. The Branch/Sponsoring Committee Chair or BCAC Member will take the completed Applicant Tracking Form from the package and forward it to the appropriate League office or BCAC office.
- The completed criminal record check will be forwarded to Prince George Airport Authority, attention: Cuyler Green.
- Student/Cadet makes a second copy of the approved application package and takes the original signed copy of the application package to school counsellor/high school work experience teacher who generates a Standard Worksite Agreement. The employer will be:

**Company Name:** Prince George Airport Authority

**Company Address:** 10 – 4141 Airport Road, Prince George, B.C., V2N 4M6

**Company Coordinator's Information:** Cuyler Green, Phone: 250-963-2414;  
Email: cgreen@pgairport.ca

- Student/Cadet contacts the Cuyler Green to arrange an interview and takes the second copy of the Prince George Airport Authority's application package to the interview.

**Selection:** The Student's/Cadet's file and criminal record check will be reviewed by Cuyler Green who normally will interview the student prior to making his final selection decision and arranging a tour of the facility.

**Supervision:** The Company Coordinator (or designate) is responsible for the supervision of the Students/Cadets while working in the Prince George Airport Authority's Facility. The High School Work Experience Program is NOT an Air Cadet activity under the control and supervision of the Canadian Forces. It is an educational program of the Provincial School System.



# PRINCE GEORGE AIRPORT AUTHORITY

## Application for High School Work Experience Program at Prince George Airport Authority

Name: \_\_\_\_\_ Unit: \_\_\_\_\_

Rank: \_\_\_\_\_ Proficiency Level: \_\_\_\_\_ Birth date (year/month/day): \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Email: \_\_\_\_\_

Home school: \_\_\_\_\_ School District: \_\_\_\_\_

Counselor: \_\_\_\_\_ Contact Info: \_\_\_\_\_

Care Card No.: \_\_\_\_\_ Family Doctor: \_\_\_\_\_

Family Doctor Address & Phone Number: \_\_\_\_\_

**Medical/Physical Concerns:** Are there any medical/physical problems that the employer should be aware of, or that might affect performance (i.e. Diabetes, Epilepsy, Medication, Asthma, Allergies, previous physical injuries, etc.)?

- No
- Yes – please describe:

Emergency Contact: \_\_\_\_\_ Relationship to cadet: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Business \_\_\_\_\_ Cell: \_\_\_\_\_

### Parent/Guardian Signature:

- I support my son/daughter’s participation in the High School Work Experience Program indicated in this application package.
- I am aware that we are responsible for arranging transportation to and from the program.
- I am aware that I am responsible for providing my son/daughter with a certified pair of industrial safety boots.
- I agree that the information contained herein may be provided to the employer’s program supervisor.
- I am aware that the High School Work Experience Program is **NOT** an Air Cadet activity under the control and supervision of the Canadian Forces. It is an educational program of the Provincial School System.

_____	_____	_____
Print Name	Signature	Date

### Student/Cadet Signature:

- I certify that all statements in this application package are true and complete.

_____	_____	_____
Print Name	Signature	Date

# **STUDENT**

## **BCAC Member Recommendation**

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<b>Print Name</b>	<b>Signature</b>	<b>Date</b>
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**OR**

# **CADET UNIT**

## **Commanding Officer's Recommendation**

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<b>Print Name</b>	<b>Signature</b>	<b>Date</b>
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## **Branch/Sponsoring Committee Chair Recommendation:**

\_\_\_\_\_

<b>Print Name</b>	<b>Signature</b>	<b>Date</b>
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## **STEP-BY-STEP APPLICATION PACKAGE GUIDE**

### ***Step 1:***

- Student/Cadet is responsible for applying for a criminal record check and taking a completed application package to their Unit. The Prince George Airport Authority application package consists of a Prince George Airport Authority's program application, release and waiver liability form and, if required, its confidentiality agreement form, the attached work resume and Applicant Tracking Form.
- Unit CO and Branch/Sponsoring Committee Chair or BCAC Member will ensure the Student/Cadet has submitted an application for a criminal record check, will review completed program package, will make their recommendation and will sign and return package to student/cadet. The Branch/Sponsoring Committee Chair or BCAC Member will take the completed Applicant Tracking Form from the package and forward it to the applicable League office or BCAC office.

### ***Step 2:***

- Student/Cadet makes a second copy of the approved application package and takes the original signed copy of the application package to school counselor/high school work experience teacher.
- School generates a Standard Worksite Agreement. Employer will be Prince George Airport Authority supervisor, Cuyler Green, Director of Operations, 10 – 4141 Airport Road, Prince George, B.C., V2N 4M6; Phone: 250-963-2414; Email: cgreen@pgairport.ca
- Student/Cadet contacts Cuyler Green to arrange an interview and takes the second copy of the Prince George Airport Authority's application package to the interview.



**RELEASE AND WAIVER OF LIABILITY – PARENTAL/GUARDIAN**

**NOTE:** All persons must be of the full age of majority to execute this Release. If below the age of 19, consent of either the Minor’s parent or legal guardian must be obtained, and evidenced by the execution of the Consent of such parent or legal guardian. (CONSENT OF PARENT OR GUARDIAN, Form to be completed and signed)

Full Name of Child: <i>(Print)</i>	Gender: M <input type="checkbox"/> F <input type="checkbox"/>	Date of Birth:
Address:		Province:

In consideration of being permitted to visit and/or participate in activities at the Prince George Airport Authority, 10 – 4141 Airport Road, Prince George, B.C., V2N 4M6:

1. I acknowledge, agree and represent that I fully understand the risks inherent at an industrial work place and I fully accept and assume such risks and all responsibility for all and every losses, costs, damages and injury that I may incur as a result of my participation in this activity.
2. I hereby release and discharge Prince George Airport Authority, its parents, affiliated and subsidiary company and their respective directors, officers, servants, employees and agents from all and every claims, demands, liability and/or cause of actions for losses damages, costs, loss of property, injury to persons, death, or for any reason whatsoever (including any claim, demand, liability or cause of action for loss or damage not now known or anticipated but which may later develop or be discovered including all the effects and consequences thereof) that may arise from the visit, other services provided or activities including any claim arising directly or indirectly from any act, omission or negligence of Prince George Airport Authority, its parents, affiliated and subsidiary company and their respective directors, officers, servants, employees and agents and I shall indemnify and hold harmless Prince George Airport Authority, its parents, affiliated and subsidiary company and their respective directors, officers, servants, employees and agents from any such loss, cost damage or injury arising from any cause whatsoever, to the fullest extent permitted by law.

I have read this agreement, fully understand its terms, the rights that I have given up and have signed it freely, without any inducement or assurance of any nature.

Name: \_\_\_\_\_  
(Print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I declare that I am the Minor’s parent(s) and/or legal guardian of \_\_\_\_\_ and that I understand the nature and risks involved in this visit or activity and I hereby release, discharge and agree to indemnify and hold harmless Prince George Airport Authority, its parents, affiliated and subsidiary company and their respective directors, officers, employees, servants and agents from all and every claims, demands, liability and/or cause of actions for losses damages, costs, loss of property, injury to persons, death, or for any reason whatsoever (including any claim, demand, liability or cause of action for loss or damage not now known or anticipated but which may later develop or be discovered including all the effects and consequences thereof), on the Minor’s account as a result of the Minor’s participation in this visit or activity.

Name: \_\_\_\_\_  
(Print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## PRINCE GEORGE AIRPORT AUTHORITY CONFIDENTIALITY AGREEMENT

I, **the undersigned**, for and in consideration of my contract with Prince George Airport Authority hereby covenant, undertake and agree to refrain from using or disclosing to any other person, firm, or corporation confidential information, materials or formats disclosed to or derived by me from my said contract, and I further agree to keep secret all particulars thereof.

Confidential material is defined as, but not limited to, all information and computer data relevant to customer, and third party, records, product design, personnel data, existing and projected marketing strategies, as well as specifics relevant to customized material and machinery and maintenance, repair and overhaul procedures.

I further acknowledge that all confidential information, materials and formats are and shall remain the property of Prince George Airport Authority. I further acknowledge, covenant, undertake and agree that in the event that my employment should come to an end, I will continue to be bound to secrecy according to this Confidentiality Agreement for an additional period of two years from the date my contract ends.

I will immediately return to Prince George Airport Authority. All materials, data, records, or computer records or programs without copying or storing on the date my contract ends.

IN WITNESS WHEREOF, I \_\_\_\_\_ have executed this Agreement on  
(please print name)  
the \_\_\_ day of \_\_\_\_\_, 201\_\_.

Contractor's Employee Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Contract Company Name: Prince George Airport Authority

Witnessed by: \_\_\_\_\_  
Authorized Signatory for Prince George Airport Authority



## **STUDENT/CADET RESUME and COVER LETTER FORM**

### **PRINCE GEORGE AIRPORT AUTHORITY**

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The student/cadet will complete a resume. The resume will include the applicant's previous job experience, Cadet training/camp record, and other interests or experience which they feel makes them a good candidate for this program.

Please see the attached Sample Resume that can be used as a guideline.

If you need to use a second page for your Resume, remember to put your name and contact information at the top of the page just in case the pages become separated at some point.

The Cover Letter should include the following:

- Approximately 200 words
- Paragraph introducing yourself
- Paragraph explaining why you are applying for the position and how you would utilize the knowledge gained from this experience in your future endeavour

# Student/Cadet Name

Address

City, Postal Code

Phone Number

Email

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**OBJECTIVE:** Explain why you want to participate in this program? What benefits do you hope to gain?

## **SKILLS and ABILITIES:**

- List any skills and abilities you have obtained with work experience, cadet training and volunteer experience

## **WORK EXPERIENCE:**

Position Held

Name of Workplace

Start Date –

Location of Workplace

End Date/Present

## **EDUCATION:**

List most recent completed grade.

## **Special Courses:**

List any extra courses achieved outside of school and cadet courses completed.

## **VOLUNTEER WORK:**

Volunteer Position

Name of place where volunteered

Dates

## **INTERESTS and HOBBIES:**

List interests and hobbies including cadet squadron career

## **ACHIEVEMENTS:**

List any achievements gained within your cadet career (ie Medals, Competitions, Year End Awards)

## **REFERENCES:**

List a minimum of three work experience/personal references.

**Note:** Do not include family members.



# STUDENT (CADET) APPLICANT TRACKING FORM

## PRINCE GEORGE AIRPORT AUTHORITY



**INSTRUCTIONS:** The student/cadet will complete this form and include it in their application package. Once either the Branch/Squadron Sponsoring Committee Chair or BCAC Member have completed their review of the application package, they will forward the completed Applicant Tracking Form to the BCPC Office, Navy League or the BCAC Office.

BCPC OFFICE: [bcpc@aircadetleague.bc.ca](mailto:bcpc@aircadetleague.bc.ca)

NAVY LEAGUE:

BCAC OFFICE: [dfarquhar@bcaviationcouncil.org](mailto:dfarquhar@bcaviationcouncil.org)

**1) Student/Cadet Name:** \_\_\_\_\_

**2) Unit name & Number:** \_\_\_\_\_

**3) Student/Cadet Contact Information:**

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**4) Name of School:** \_\_\_\_\_

Name of Counselor/Program Teacher: \_\_\_\_\_

**5) Name of Sponsoring Aerospace Company:**

\_\_\_\_\_

**6) Program Date Requested (if more than 1 serial):**

\_\_\_\_\_