

# HIGH SCHOOL WORK EXPERIENCE PROGRAM GUIDELINES



## REGIONAL CADET AIR OPERATIONS

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**Background:** The Cadet Leagues/BCAC in partnership with Regional Cadet Air Operations, 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 aircraft maintenance 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.

**\*\*\*Preference will be given to those cadets who have completed the Aircraft Maintenance Course, OR, who have demonstrated a clear interest in pursuing aircraft maintenance as a career, as well as, being mechanically inclined.\*\*\***

**Outline:** Successful students/cadets will work, without pay, with the Regional Cadet Air Operations aircraft maintenance team for a period of five working days. During this time, they will work towards gaining practical “hands on” aircraft maintenance skills, under the supervision of a member of the management team. Students/Cadets will be expected to attend an orientation tour and briefing at Regional Cadet Air Operations, on a date to be mutually agreed upon, provide their own pair of approved work safety boots and provide their own transportation to and from the Regional Cadet Air Operations facility at 19 Wing Comox.

The Regional Cadet Air Operations’ normal work day is Monday to Friday, 07:30 to 15:30. Students/Cadets from outside the local area are responsible for providing their own transportation, rations and quarters. The program will consist of four, one week long work serials of one cadet/student each, and one, ten day serial for two cadets/students. The serials will be conducted January 16 - 30, 2017, February 2017, March 17 - 26, 2017, April 2017, and May 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 Regional Cadet Air Operations application package consists of a Regional Cadet Air Operations 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 Regional Cadet Air Operations, Attention: Captain Jim Lowdon.
- 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:** Regional Cadet Air Operations

**Company Address:** 19 Wing Comox, Lazo, BC, V0R 2K0

**Company Coordinator's Information:** Captain Jim Lowdon, Engineering Officer, Regional Cadet Air Operations, Phone: 250-339-8211, ext 8547; Email: [jim.lowdon@forces.gc.ca](mailto:jim.lowdon@forces.gc.ca)

- Student/Cadet contacts Captain Jim Lowdon to arrange an interview and takes the second copy of the Regional Cadet Air Operations' application package to the interview.

**Selection:** The student's/cadet's file and criminal record check will be reviewed by Regional Cadet Air Operations prior to making a final selection decision.

**Supervision:** The Company Coordinator (or designate) is responsible for the supervision of the Students/Cadets while working in the Regional Cadet Air Operations' 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.

# REGIONAL CADET

## AIR OPERATIONS



### Application for High School Work Experience Program at Regional Cadet Air Operations

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, rations and quarters.
- 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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

OR

## CADET UNIT

### Commanding Officer's Recommendation

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Branch/Sponsoring Committee Chair Recommendation:

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 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 Regional Cadet Air Operations application package consists of a Regional Cadet Air Operations' 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 Regional Cadet Air Operations, supervisor: Captain Jim Lowdon, Engineering Officer, Regional Cadet Air Operations; 19 Wing Comox, Lazo, BC V0R 2K0, Phone: 250-339-8211 ext 8547; Email: jim.lowdon@forces.gc.ca.
- ☐ Student/Cadet contacts Captain Jim Lowdon to arrange an interview and takes the second copy of the Regional Cadet Air Operations' application package to the interview.

# REGIONAL CADET AIR OPERATIONS



## 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: (Print)	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 Regional Cadet Air Operations, 19 Wing Comox, Lazo, BC, V0R 2K0, Phone: 250-339-8211.:

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 Regional Cadet Air Operations, 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 Regional Cadet Air Operations, its parents, affiliated and subsidiary company and their respective directors, officers, servants, employees and agents and I shall indemnify and hold harmless Regional Cadet Air Operations, 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 Regional Cadet Air Operations, 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: \_\_\_\_\_

# REGIONAL CADET AIR OPERATIONS



## REGIONAL CADET AIR OPERATIONS CONFIDENTIALITY AGREEMENT

**I, the undersigned,** for and in consideration of my contract with Regional Cadet Air Operations, 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 Regional Cadet Air Operations. 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 Regional Cadet Air Operations, 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: \_\_\_\_\_

Witnessed by: \_\_\_\_\_  
Authorized Signatory for Regional Cadet Air Operations

# **REGIONAL CADET AIR OPERATIONS**



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

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The student/cadet will complete a resume. The resume will include the applicant's previous job experience, Cadet training 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 endeavours

# 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 Location of Workplace	Start Date – End Date/Present
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## 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
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## 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.

# REGIONAL CADET AIR OPERATIONS



## STUDENT (CADET) APPLICANT TRACKING FORM

**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):**

\_\_\_\_\_