



Thank you for your interest in applying for the **Semester 1 2010/2011 District School Board of Niagara's Specialist High Skills Major Regional Home Build Project**. To participate in this Regional SHSM home build please complete the attached application form and submit it no later than **Friday, May 15, 2010**. Once all applications are in Ken Willms, Lead SHSM Regional Construction teacher will contact schools regarding interview dates for students.

To participate in this regional home build project, please be advised that:

- students are required to attend all in-school training days;
- students are required to commit to being present on the job site from 8:00 a.m. to 3:00 p.m. Monday-Friday;
- students must be working towards their Specialist High Skills Major in Construction;
- students may still participate in extra-curricular activities at their home school that do not interfere with their home build project schedule as noted above;
- students are strongly encouraged to arrange their own transportation to and from the job site in advance. **Please be prepared to discuss your travel arrangements during your interview.**

Semester 1

The 2010/2011 Semester 1 SHSM Regional home build project will be located in Grimsby. This Regional build will be our ninth home build in partnership with Habitat for Humanity Niagara. Details will follow as they are confirmed.

Please send your completed applications to:

via DSBN Courier:
Colleen Fast
c/o School Support Services

or fax to:
Colleen Fast
(905) 227-4731



**Specialist High Skills Major (SHSM)
Regional Construction Home Build
Student Application Form
2010-2011**

Please include the following 7 items when submitting your application:

(Please check when completed)

- a current **Credit Counselling Summary** - please see Student Services
- a current **Attendance Profile** - please see the Attendance Office
- Registration Form**
- Recommendation**
- Proposed Timetable**
- Resume**
- Cover Letter**



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Proposed Timetable for SHSM Credits

(Please complete with the assistance of Student Services.)

I, _____ / / _____
(name) DD MM YYYY
(Date of Birth)

Home Phone (_____) _____ presently attending _____ School

I intend to enroll in the **(check)**

Construction SHSM Semester 1 Regional home build - Grimsby

My plan is to take the following SHSM required credits:

- 2 **Major Credits** Year 3
- 2 **Major Credits** Year 4
- 2 **Coop** Credits Year 3 or 4
- 1 **Math** Year 3
- 1 **Math** Year 4
- 1 **English** Year 3
- 1 **English** Year 4
- 1 **Science** or **Business** Year 3 or 4



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Resume (Possible Format)

NAME

Address

City, Province, Postal Code

Phone/Cell Number

E-mail Address

State your career objective:

Education and Training

Year	School Name	Phone Number
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Work Experience (list a maximum of three employers)

Year	Company Name Address and Phone Number	Job Title
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Special Skills (use of trade-specific equipment, computer skills, a second language)

Certifications (such as First Aid, CPR, WHMIS, Fall Arrest, school or work related awards, other qualifications/licences)

Volunteer Experience

Interests

References (minimum of two - maximum of four)

Name

Position

Company

Phone Number



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Cover Letter (Possible Format)

The cover letter should contain all of the most relevant information that you want the employer to know about you. If, at the end of your interview, the employer knows this information, then you have had a good interview.

The cover letter will also help you answer the first question in your SHSM cooperative education placement interview, which will ask you to tell the interviewers something about yourself.

Paragraph 1

Introduce yourself.

- why you are interested in this opportunity
- your long-term education and career goals

Paragraph 2

Summarize your work experience.

- highlight any related work experience

Paragraph 3

Summarize your qualifications for this opportunity.

- related courses
- related certifications
- personal characteristics

Paragraph 4

State when you are available to work.

- the number of hours per day you can work
- preferences (or lack of preferences) for shifts, overtime, weekends
- preferences (or lack of preferences) for part-time or full-time work



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Paragraph 5

Indicate why you think you would be an excellent choice for this program.

Indicate that you are willing to attend an interview.

Paragraph 6

Concluding statement

Closing