
KW Career Compass Summer Job Skills Builder 2021

What are you doing this summer?

Let's focus on getting YOU ready for work.

KW Career Compass can help you prepare for your future job!

Job Coaches are available to assist you with

- Identifying your interests, strengths and challenges
- Creating a plan to develop your skills
- Learning more about the jobs you may be interested in
- Experiencing hands on learning through mock interviews, work sampling and site tours
- Obtaining summer work experience if able based on pandemic limitations

To apply, you **MUST**:

1. Complete and send in the **full application** and current resume by **May 17, 2021** to KW Habilitation:
 - Mail or in person: 99 Ottawa Street South, Kitchener, ON, N2G 3S8
 - Email: info@kwcareercompass.org

Please make each application to the Attention of Stacey Mitchell.

2. Self-identify as living with a disability and/or experience barriers to employment.
3. Be able to find own way to and from classes and meetings. (We can provide bus route training as needed!)
4. Commit to:
 - Attending and joining all skill building opportunities.
 - Following the scheduled hours/times as agreed upon by you and your Job Coach.
 - Only being absent if you are ill or have an emergency situation to deal with.
 - Follow all Infection Prevention and Control Measures in place including screening and PPE protocols (please see attached Job Skills Builder Information & Requirements)

If you have any questions about **KW Career Compass Summer Job Skills Builder 2021**, or need help filling out the application please contact **Stacey Mitchell**, Manager at 519-744-6307 ext. 1252 OR by email info@kwcareercompass.org.

The information gathered will be used to help the KW Career Compass Summer Job Skills Builder team to prepare for your learning. This information will be kept private. Applicants can get help to complete this application if needed.

Applicant's Information

First Name:	Last Name:
Street:	Unit:
City:	Postal Code:
Home Phone #:	Cell #:
Email Address:	Birthdate:

How did you hear about the Summer Job Skills Builder Program?

- A Teacher Website Info Night at KW Habilitation
 Word of Mouth Social Media Other (describe) _____

- I will get a ride Yes No
 I will take the bus Yes No
 Do you have your driver's license? Yes No

Educational Information

Name of School	Program or Diploma Name /OSSD/OSSC	Year

Have you received any training or certifications? (for example, Safe Food Handling, Smart Serve, WHMIS, etc.)

Type of class or training	Date (month/year)	Special skills developed	Was this an area of interest?
			<input type="checkbox"/> yes <input type="checkbox"/> no
			<input type="checkbox"/> yes <input type="checkbox"/> no

Areas of Interest

Please rate the top 5 jobs you would like to do. Order your choices (1 being the one you want most and 5 being the one you want least):

- | | |
|---|--|
| ___ General Labour (heavy lifting/moving) | ___ Outdoor work (grass cutting/weeding) |
| ___ Retail (stocking/sorting/greeter) | ___ Maintenance (painting/cleaning) |
| ___ Office Work (filing/clerical duties) | ___ Kitchen (dishes/food prep) |
| ___ Miscellaneous (sign shaking/hostess) | ___ Janitorial (washing floors/windows/sweeping) |
| ___ Other (describe): _____ | |

Why are these jobs interesting to you?

Please list any other skills or interests that you have that may be helpful for us to know.

Please list any information that we need to know to best help you in your learning with us (e.g., support needs, accommodations).

Experience

Please list the last **2** paid positions, co-op's or volunteer jobs you have had.

1. Employer/Organization:	Start Date (dd/mm/yyyy): _____ End Date: (dd/mm/yyyy): _____
Address: _____ _____ Phone Number: () _____	Supervisor: Title: Can we contact this Employer/Supervisor? <input type="checkbox"/> YES <input type="checkbox"/> NO
Briefly describe duties: _____ _____ _____	
Were these duties fun? <input type="checkbox"/> YES <input type="checkbox"/> NO Why or why not? _____ _____	

2. Employer/Organization:	Start Date (dd/mm/yyyy): _____ End Date: (dd/mm/yyyy): _____
Address: _____ _____	Supervisor: Title:

Phone Number: () _____	Can we contact this Employer/Supervisor? <input type="checkbox"/> YES <input type="checkbox"/> NO
Briefly describe duties: _____ _____	
Were these duties fun? <input type="checkbox"/> YES <input type="checkbox"/> NO Why or why not? _____	

References

Please provide two people who we can contact for references. They can be teachers, religious officials, or supervisors/ coordinators from past job/co-op/volunteer placements. **These people will need to be available for contact during the summer months.**

	Organization	Contact's Name	Telephone Number
1.	_____		
2.	_____		

Consent

I hereby grant permission to KW Habilitation to contact previous employers, schools, and other organizations found on this application (unless noted otherwise) and I hereby authorize my former employers, schools and other organizations noted to provide information concerning employment, education and/or character.
I hereby release those individuals or organizations from any and all liability and damages for providing such information. I hereby declare that the information contained in this application is true and complete to the best of my knowledge. I understand that this information should be truthful in order to best support my goals during **KW Career Compass Summer Job Skills Builder 2021.**

Applicant Signature

Date

Parent/Legal Guardian Signature

Date

- Current Resume included with application (please check)
- Do you have access to a device and reliable internet for online classes and meetings? (please check for yes)