

Pathways Program Application Package (SHSM or OYAP)

Your Guidance Counsellor or Lead Teacher can help to provide you with the information.

Date: _____ OEN: _____

Student name: _____

Current grade: _____ Pathway: Apprenticeship / College / University / Workplace

Pathways Program: _____

Program Lead Teacher: _____

Program Start Date: _____

Month / Year

Name of your school's Pathways Key Contact: _____

Checklist:

- Register for the program on www.OnSORTS.ca. You will need your OEN and birth date. (You can do this yourself, with your Pathways Key Contact, Guidance Counsellor or Program Lead teacher.)
- Get the application package from your school's Pathways Key Contact person, or download it from www.haltonpathways.ca
- See your Guidance counsellor or Pathways Key Contact to book an interview through OnSORTS
- Get a credit counselling summary and attendance profile from your Pathways Key Contact or Guidance Counsellor.
- Prepare a cover letter, résumé and reference page, according to the instructions in the application package.
- Attend the interview with the Program Lead Teacher – take your cover letter, résumé, references, credit counselling summary and attendance profile with you. You may also want to bring a parent or guardian with you to your interview.
- Once accepted to the program, make an appointment with your guidance counsellor to discuss your course selections and timetable.

Important Notes:

- You can check your program status on www.OnSORTS.ca at any time.
- There may be additional costs involved for your program (e.g. uniform, personal hand tools, etc.). Program Lead teachers can provide information regarding additional costs and financial aid, if needed.

Cover Letter

The cover letter will accompany your résumé, which you will take to the interview for your Pathways program. The purpose of the cover letter is to tell the Program Lead teacher why you are interested in their program, to outline aspects of your interests, experience, skills and education as they relate to the program, and to demonstrate your ability to communicate effectively in writing. Pay careful attention to spelling and grammar, and be sure to have someone look it over for you. You can use My Blueprint to assist you with this. You can log in to www.myblueprint.ca with your school log in.

The format of a cover letter should be like a formal business letter. **Use the guidelines and example that follow to help you prepare your cover letter:**

Header:

Your personal information can be formatted to look exactly like the top of your résumé, or you can put your return address at the top, as in a business letter. After your address, press “enter” 2 times, and then type the date. Press “enter” 5 times and then put the name and address of the Program Lead teacher (school address). Press “enter” 2 times and then write the Salutation: Dear Mr., Mrs., Miss, or Ms. (write the name of the Program Lead teacher). (If you don’t know the name of the Program Lead teacher, you can find this out from the Pathways Contact at your school.) Press “enter” 2 times, and then start your first paragraph.

Paragraph 1: The Opening

State the name of the program in which you are interested, and how you learned about it.

Explain why you are interested in the program, including some or all of the following:

- Your long-term education and career goals
- What advantage(s) you think the program will provide to you. In other words, how you feel you will benefit from the program
- What you find most interesting about the program, or think you will enjoy the most.

Paragraph 2: The Sales Pitch

Market yourself! This is your chance to tell the teacher what you have to offer, including some or all of the following:

- Describe your skills and abilities and match them to the program
- Describe your personal strengths
- Identify any related courses you have taken
- Tell them about the positive activities, programs or volunteer work in which you are or have been involved

Paragraph 3: The closing

Summarize why you think you would be an excellent candidate for the program.

Thank the Program Lead teacher for considering your application.

Finish with “Sincerely”, press “enter” 5 times, then type your full first and last name. In the space between “Sincerely” and your typed name, write your signature

Résumé

Your résumé is a chance to make a very good first impression. The sample format below is recommended, in order to highlight your strengths and experiences. There is no absolutely “correct” way to do a résumé. However, it should always be customized, or changed, for the particular position for which you are applying.

- In all cases, it is extremely important to make sure it is error free – have someone proofread it for you.
- Try to keep it to one page.
- Be sure that you have an email address that is professional.

Please see the sample résumé template below to help you to create your own résumé.

Name
Address
City, Province
Postal Code
Phone/cell number
Email address

Objective: *state your career objective*

Strengths: or **Skills:**

- *List 3 – 5 strengths or skills that you possess, in bullet form.*
- *Try to choose things that would be important for success in the specific program or career area such as computer skills, good communication skills, use of trade-specific equipment, problem solving ability, teamwork, etc.*

Work Experience:

- *List your work experiences in reverse chronological order: i.e. put the most recent first.*
- *Describe the duties you performed, using past tense verbs (use present tense only for current work).*
- *You can include both paid and unpaid work in this section, or you can include a separate section for any volunteer work you may also want to highlight.*

Accomplishments:

- *List any certifications, honours or qualifications you have*

Education:

Year Name of School, current grade

Interests:

- *List several of the types of activities you enjoy in your free time (sports, hobbies, etc.)*
-

John Cook
655 Dairy Road
Milton, ON
L9T 4Z7
905-555-5555
John.cook112@gmail.com

Objective: To learn more about the hospitality industry with the hope of pursuing a career as a chef.

Strengths:

- Excellent team player
- Hard-worker
- Good multi-tasker
- Fast learner

Work Experience:

- | | |
|--------------|---|
| 2011-present | McDonald's – Milton, Ontario <ul style="list-style-type: none">• Prepare food• Take customer orders• Clean restaurant |
| 2009-2010 | Childcare <ul style="list-style-type: none">• 3 regular customers• Ensured that the children were safe at all times• Prepared meals and fed children• Ensured that the routine set out by the parents was followed |
| 2009 | Milton Fair <ul style="list-style-type: none">• Sold and served refreshments |

Accomplishments:

- | | |
|-----------|---|
| 2011 | St John's Ambulance First Aid Certification |
| 2011-2012 | Honour Roll at E. C. Drury High School, Grade 9 |
| 2011 | Piano – Grade 5, Royal Conservatory of Music |

Education:

- | | |
|-----------|---|
| 2012-2013 | Craig Kielburger Secondary School, Grade 10 |
| 2011-2012 | E.C. Drury High School, Grade 9 |

Interests: Snowboarding, reading, cooking

References

Student Name: _____

Pathways Program: _____

Referee's Name	Referee's Signature	Position	Contact number or email
1.			
Comment:			
2.			
Comment:			
3.			
Comment:			

Pathways Program Overview - Sample Timetable

Type of Program: _____

Name of Program: _____

School: _____ City: _____

Lead Teacher: _____

Phone #: _____ Email: _____

Program Runs (*circle as appropriate*): Grade 10: Semester 1 and/or Semester 2

Grade 11: Semester 1 and/or Semester 2

Grade 12: Semester 1 and/or Semester 2

SAMPLE TIMETABLE: LEGEND *

Grade 11: Semester 1	Semester 2
P1:	P2:
P2:	P3:
P3:	P4:
P4:	P5:
Grade 12: Semester 1	Semester 2
P1:	P1:
P2:	P2:
P3:	P3:
P4:	P4:

Summer Gr. 11	Summer Gr. 12

Possible Experiential Learning (Coop) opportunities:

Permission to Participate in a Pathways Program

This form must be completed and returned prior to student participation in the Program

Dear Parent/ Guardian: Your son/daughter _____

has applied to participate in the following Pathways Program: _____

Please review the Program details in the Application package your son/daughter is required to complete in order to be eligible to participate in the program.

Required Signature for Participation:

I / We have read the above and grant permission to our son/daughter to participate in the above mentioned program.

Signature of Parent _____ Date _____

Signature of Student _____ Date _____