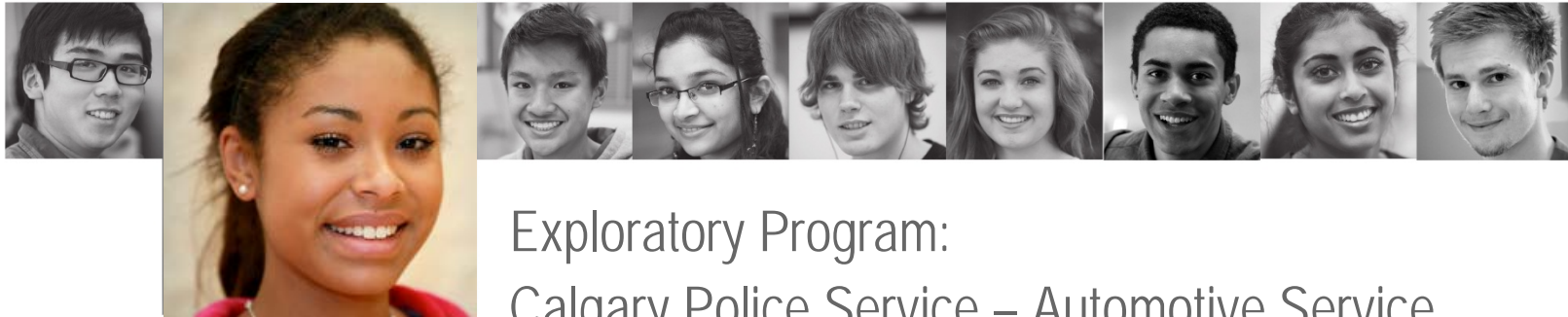


high school success



Exploratory Program: Calgary Police Service – Automotive Service

contact

Sonya Gillis
 e | sgillis@cbe.ab.ca
 t | 403-817-7516
 f | 403-777-6159

NOTE| Calgary Police Service hiring protocols include an enhanced security clearance and the successful candidate must pass a pre-employment drug test.

what?

- A paid work experience program with the Calgary Police Service (CPS) Fleet Department assisting with regular maintenance of police vehicles (tires, oil changes, etc.)
- Earn high school credits in Off-campus Education while getting paid

who?

Open to 2 CBE high school students:

- Minimum of 16 years of age, **must have** a current class 5 operator license (no more than 6 demerit points, class 7 will not be accepted)
- Punctual and reliable

when?

- Monday to Thursday 7:00am – 11:00am or 12:30pm – 4:30pm for one semester. Students will be expected to attend daily and commit to the agreed schedule for the duration of the placement
- Program dates: September 2018 to December 2018.
- Submit your application, resume and cover letter to Sonya Gillis sgillis@cbe.ab.ca by **4:00pm on Friday September 14, 2018**

where?

- Calgary Police Service Headquarters (5111 47 St. N.E.)

why?

- To gain valuable hands-on experience and insight in automotives while also earning work experience credits and earning a pay check
- Explore the careers related to automotive work

prerequisites

- Students must have completed HCS 3000 and Automotives 10 and 20 or equivalent experience will be considered
- Students must provide their own CSA approved footwear and transportation to and from CPS Headquarters





Instructions |

Please neatly
complete and email
a scanned copy [with](#)
[a resume](#) to
Sonya
Gillis slgillis@cbe.ab.ca

First Name _____ Last Name _____

School _____ Grade _____

Alberta Ed Student # _____ Student ID# _____

Email Address _____

Phone# _____ Cell phone # _____

Deadline |

All applications
must be received no
later than 4:00pm
on **Friday**
September 14,
2018.

Please check the following as they apply.

Have you completed HCS 3000? Yes. OC coordinator/teacher initials _____
 No.

Have you completed Automotives/Mechanics 10 and 20?
 Yes. Teacher initials _____
 No.

If no, please describe your equivalent experience:

Questions |

Please contact
Sonya Gillis
403-817-
7516 slgillis@cbe.ab.ca

Do you have a current Class 5 Operator licence with no more than 6 demerit points?
 Yes.
 No.

If you are a successful candidate are you aware that you must provide your own CSA
approved steel-toe work boots or shoes?
 Yes.
 No.

If you are a successful candidate, do you have a transportation plan to and from the
Calgary Police Service Headquarters (5111 47 St. N.E.)?
 Yes.
 No.

If you are a successful candidate are you aware that Calgary Police Service hiring protocols
include an **enhanced security clearance** and **pre-employment drug** testing and thus will
be conducted?
 Yes.
 No.



Briefly describe why this employment opportunity is of interest to you or how it fits with your future aspirations or career plans.

Note |

The Calgary Police Service Headquarters is located at 5111 47 St. N.E. It is the responsibility of the student to arrange for transportation to and from the worksite.

Statement of support (to be completed by a Mechanics Teacher, Off-campus Coordinator or School Administrator).

Questions |

Please contact Sonya Gillis at slgillis@cbe.ab.ca t |403-817-7516

Please attach a resume and cover letter.

Student Signature _____ **Date** _____

Parent/Guardian Signature _____ **Date** _____

Teacher/Administrator Name (Please print) _____

Teacher/Administrator Signature _____ **Date** _____

Please email or fax the completed form with a resume and cover letter to Sonya Gillis no later than 4:00pm on Friday, September 14, 2018.