

# Student Training and Employment Program (STEP)

## 2010 Application Form

### POSITION INFORMATION

**Private Sector STEP Job:** Yes \_\_\_ No \_\_\_ **Yukon Government STEP Job:** Yes \_\_\_ No \_\_\_ **Job Number:** STEP10-\_\_\_\_\_

**Enclosed:** One application form: Yes \_\_\_ No \_\_\_ required  
 One skills/abilities form: Yes \_\_\_ No \_\_\_ optional **Job Title:** \_\_\_\_\_  
 One resume: Yes \_\_\_ No \_\_\_ required

### PERSONAL INFORMATION

This form must be completed or your application will be returned.

**NAME:** Mr. Ms. (please circle) \_\_\_\_\_  
Last Name First Name Initial

**Date of Return to Yukon (if known):** \_\_\_\_\_

**Address in Yukon :** \_\_\_\_\_  
 \_\_\_\_\_  
Postal Code: \_\_\_\_\_

**Yukon Health Care Number:** \_\_\_\_\_ **Social Insurance Number:** \_\_\_\_\_

**Phone Number in Yukon:** \_\_\_\_\_ **Contact Number at School:** \_\_\_\_\_

**Or leave message with:** \_\_\_\_\_ **E-Mail Address:** \_\_\_\_\_

### EDUCATIONAL INFORMATION

Are you currently attending **FULL TIME POST SECONDARY STUDIES** ? Yes \_\_\_ No \_\_\_

**High School Graduated From:** \_\_\_\_\_ **Year:** \_\_\_\_\_

**Institution currently attending:** \_\_\_\_\_  
 (Current academic year, January to May of this year)

**Field of Study currently enrolled in/Course Specialty:** \_\_\_\_\_

**Current Year completed in the above field of study ( 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>)** \_\_\_\_\_

**How many years of full time post secondary studies have you completed including and up to May of this current year if different from above: ( 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>)** \_\_\_\_\_

**Did you graduate this academic year?** Yes \_\_\_ No \_\_\_ **If Yes, when did you complete your studies:** \_\_\_\_\_  
Day Month Year

### RESIDENCY INFORMATION:

List where you were residing during the time periods listed two years prior to the commencement of your under-graduate studies for this academic year and if you were in school or not during those periods.

**Did you reside in the Yukon 2 years prior to attending post secondary studies?** YES \_\_\_ NO \_\_\_

**Are you receiving the Yukon Grant ?** YES \_\_\_ NO \_\_\_

Time Frame	City & Province or Territory	In School Yes/No	Full Time (F) Part Time(P)	Not In School
Sept. to Dec. 2007	_____	_____	_____	_____
Jan. to April 2008	_____	_____	_____	_____
May to Aug. 2008	_____	_____	_____	_____
Sept. to Dec. 2008	_____	_____	_____	_____
Jan. to April 2009	_____	_____	_____	_____
May to Aug. 2009	_____	_____	_____	_____
Sept. to Dec. 2009	_____	_____	_____	_____
Jan to April 2010	_____	_____	_____	_____



**STUDENT TRAINING AND EMPLOYMENT PROGRAM (STEP)**

**2010 Skills /Abilities Form:**

In an effort to ensure that you have provided us with all the pertinent information regarding any coursework, skills and abilities that may be relevant to the positions you are applying for, this sheet has been designed to assist you and us in assessing your application. If you have a resume please attach with this form.

**VALID YUKON DRIVER’S LICENSE?** Yes / No **CLASS** \_\_\_\_\_

**ARE YOU BILINGUAL:** (Please state language and if fluent in reading, comprehension, speaking and writing in that language)

**COURSE WORK TAKEN:** (List courses taken relevant to the area of employment of interest to you)

**COMPUTER SKILLS:** (list word processing, database, networking experience both in work place and in school)

**RESEARCH/ANALYSIS/REPORT WRITING:** (describe experience both in the work place and in school setting)

**LABORATORY/FIELD WORK SKILLS:** (describe experience both in the work place and in school including equipment used)

**OTHER SKILLS,LICENSES, EXPERIENCE, CERTIFICATES appropriate to positions applied on:** (i.e. First Aid, Supervisory Skills, etc)

**LIST OF EQUIPMENT CAPABLE OF OPERATING:**

**DECLARATION: If you cannot sign this form because you are sending it electronically, and you are successful in winning the position, you can sign the declaration during the student orientation for YTG.**

I certify that the information I have provided in this application is true and complete. I understand that if any of this information is found to be untrue, this application may be rejected.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This information is being collected under the authority of the Education Act for the purpose of administering the Student Training and Employment Program (STEP) including determining eligibility, sharing information with other government departments as required and establishing related databases. For further information please contact or direct inquiries to the Employment Programs Officer at (867) 667-5927 or visit our office in the Education Building, 1000 Lewes Blvd., Whitehorse, Yukon.

**Submit applications to:** Department of Education, Box 2703, Whitehorse, Yukon Y1A 2C6 Attn: Ann Birnie or Email: ann.birnie@gov.yk.ca