

JOB READINESS

SD#71 (Comox Valley)



The Job Readiness program is where students learn skills required by employers. Students can sign up through the Career Centre for this 3 day program. Students must attend once a week for three weeks. This exciting project covers the following topics:

- Basic service skills
- Effective communication skills
- Handling difficult situations
- Dressing for success

1. The day starts at 9:00 and ends at 2:30 pm.
2. Dress as if you were going to a job
3. A packed lunch is required.
4. Bring a current resume.

AT COMPLETION A WORK EXPERIENCE PLACEMENT WILL BE MADE IN THE COMMUNITY.

JOB READINESS Registration Form

Focus Area: _____

It is important that the student and parent/guardian read the above.

Name of Participant: _____

Phone Number: _____

Age: _____

School: _____

Career Centre contact: _____

The parties agree that the parent(s) or guardian(s) and the student are responsible for the student transportation to and from the Sandwich site. Students may be driven by a School District employee.

Parent/Guardian Names: _____ Phone #: _____

Parent/guardian signature: _____

Emergency daytime contact number: _____