

Summer Session'10

(May 3 – August 27, 2010)

Application Form

This form must be completed in full

Only mailed or hand-delivered applications will be accepted
FAXES ARE NOT ACCEPTED

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DEADLINE:

April 16, 2010

Send Completed Applications to:

Energy Training Program for Students

NS Department of Energy
Bank of Montreal Building
5151 George Street, 3rd Floor
PO Box 2664
Halifax, NS B3J 3P7

Questions about the Program may be directed to:

Mr. John Kean
Special Projects Executive
Trade and Skills Development

NS Department of Energy
Tel: (902) 424-2705
Fax: (902) 424-3264

Office Use Only

Approved ?:

Yes No

Energy Training Program Coordinator:

Signature

Dated

Organization Profile

Name of Business				
Business Mailing Address				
City		Province	Postal Code	
Business Telephone #		Business Fax #		
Division/Department (if applicable)				
Division Mailing Address (if different from above)				Postal Code
Division Telephone #		Division Fax #	Contact Person's E-Mail Address	
Salutation	Name of Contact Person		Contact's Bus. Phone #	
Title				
Organization's Core Activities (key words only)				
Organization's activities related to the NS Energy Sector (key words only)				
Which type of student do you prefer? (Circle Preference)		Co-op Student	Recent Graduate	Post-Secondary Student
				No Preference
Field of Study		Educational Institution (s)		
This Section <u>MUST BE FULLY COMPLETED</u>. Please refer to the Application Guidelines before completing.				
Registration # Companies		Act or other: _____		
		Canada Revenue Agency #: _____		
<i>I hereby certify that all statements are completed and correct to the best of my knowledge and if the project is approved, I will comply with all Program Guidelines.</i>				
X		X		
Signature of Contact Person (provided above)		Dated		

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Project Description / Relation to the Energy Sector

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Please attach a one page outline describing the position functions and their relation to the energy sector. Also, further specify the position below by following the instructions to circle key words.

Student Position Title

Please circle **one (1)** title that best describes the position. If none of the titles describe the position adequately, please write a brief position title in the space provided below.

Accountant Accounting Assistant Administrator Analyst Architectural Assistant Biomedical Technologist Bookkeeper Business Centre Coordinator Business Development Asst. Chemist Civil Engineering Assistant Computer Help Desk Specialist Computer Technician	Computer Programmer Consulting Engineer Data Assistant Designer Development Director Marketing Editor Engineering Assistant Environmental Animator Executive Assistant Facilitator Geomatics Assistant GIS Assistant	Human Resources Assistant Information Management Assistant Instructor Laboratory Technician Machinist Office Manager Assistant Supervisor Marketing Coordinator Mechanical Analyst Mechanical Assistant Petroleum Lab Technician Production Assistant	Program Analyst Program Assistant Program Coordinator Program Developer Public Relations Assistant Public Relations Coordinator Research Assistant Software Development Assistant Surveyor Technician Warehouse Support Web Page Developer Other: _____
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Position Functions

Please circle **three (3) or four (4)** job functions that best describe how the employee will spend most of his/her time. If an important responsibility or duty is missing from the list, you may write it under "Other".

Accounting Software Use Advising Analyzing Answering Inquiries Auditing Auto Cad AV Equipment Use Bibliography Biochemical Analysis Bookkeeping/Payroll Budgeting Canvassing Cartography Cataloguing Charting Compiling Information Conservation Construction Consulting Coordinating	Curriculum Development Customer Service Data Analysis Data Collection Data Entry Database Software Use Database Marketing Designing Drafting Editing Electrical Environmental Assessment Evaluation/Facilitating Grps. Exhibit Design Fabrication/Facilitating Facilitating Groups Financial Modeling GIS Use Graphic Design GEO Technical Investigation	Inspecting Interpreting Interviewing Inventory Control Job Costing Lab Work Liaison Maintenance, Equipment Mapping Marketing Mechanical Testing Mechanical Work Meteorological Forecasting Mechanics Modification Network Administration Planning Planning Events Presenting Program Administration	Programming, Computer Project Mgmt. Workshops Public Relations Public Speaking Quality Assurance Activities Recruiting Registration Repairing Report Writing Research, Environment Research, Business Research, Historical Research, Industrial Research, Science Research, Other Restoration Reviewing Revising Scheduling Screening	Ship Repair Shipping Software Development Statistical Analysis Summarizing Supervision Survey/Testing Taping/Filming Promotions Translation Training Website Design Word-Processing Work on Oil Rigs Work with Chemicals Work with Survival Equip. Writing Press Releases Writing Questionnaires Other: _____
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I certify that all statements are complete and correct to the best of my knowledge and if the project is approved, I will comply with all Program guidelines.

X	
Signature of Contact Person	Date