

STUDENT TRAINING & EMPLOYMENT PROGRAM (STEP) STUDENT APPLICATION

You must have the latest (free) version of Adobe Acrobat Reader DC in order to fill-in, save and send this document electronically.

ELIGIBILITY

To apply for STEP jobs you must meet the definition of a Yukon post-secondary student as follows:

- just completed a semester of full-time post-secondary studies in or out of Yukon
- returning to full-time undergraduate studies in the fall of the same year -OR- just graduated this current year from a diploma program or higher
- and, must have resided in Yukon for two (2) consecutive years immediately prior to commencement of post-secondary classes OR eligible for the Yukon Grant;

AND

- legally entitled to work in Canada
- not a member of the employer's immediate family or direct supervisor
- a Yukon resident

Grade 12, academic development, developmental studies, life skills training, upgrading, college preparation, certificate programs, etc., DO NOT constitute post-secondary studies.

Your resume must be attached in order for your application to be complete.

If you have any questions, please contact Terilee Huff at Terilee.Huff@gov.yk.ca or 867-667-5927.

Please submit completed application with resume to:

Terilee Huff, Employment Programs Officer
Department of Education

PO Box 2703, Whitehorse, YT Y1A 2C6

Phone: 867-667-5927 • Fax:867-667-8555

Email: Terilee.Huff@gov.yk.ca

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

PERSONAL INFORMATION

First Name: _____ Last Name: _____ Initial: _____

Permanent Yukon Address: _____ Postal Code: _____

Phone Number: _____ Birth Date (YYYY-MM-DD): _____

Email address: _____ Expected date of return to Yukon (YYYY-MM-DD): _____

Yukon government is committed to Employment Equity and a workforce representative of the public it serves. Please self-disclose if you meet a preference requirement:

I am a person of Yukon First Nation Aboriginal ancestry YES NO

I am a person of Aboriginal ancestry YES NO

I am a person with a disability YES NO

If you are not from a preference group, you can still apply on any STEP position you meet the requirements for. In the event no one from the preference group applies or meets the screening criteria outlined in this competition your application WILL BE considered. We encourage all interested individuals to apply regardless of the preference!

LIST ALL STEP POSITION(S) THAT YOU ARE APPLYING FOR

Your program or courses should relate to the Field of Study listed on the job posting.

YUKON GOVERNMENT POSITIONS ONLY

POSTION #	DEPARTMENT	JOB TITLE
STEP-____G		
STEP-____G		
STEP-____G		
STEP-____G		
STEP-____G		
STEP-____G		
STEP-____G		
STEP-____G		

NON YUKON GOVERNMENT POSITION ONLY

POSTION #	EMPLOYER	JOB TITLE
STEP-____P		
STEP-____P		
STEP-____P		
STEP-____P		
STEP-____P		
STEP-____P		
STEP-____P		
STEP-____P		

If you require additional space, please use a separate piece of paper or include it in the body of your email.

EDUCATIONAL INFORMATION

Are you currently attending **FULL-TIME POST-SECONDARY** (Jan. – April this year)? YES NO

High School: _____ Year graduated: _____

Post-secondary school(s) attended (please start with the most recent):

Name of School	City	Program Name	Years completed	Start Date YYYY-MM-DD	End Date YYYY-MM-DD

How many years of full-time post-secondary studies have you completed up to May of this current year? _____

Will you graduate this academic year? YES NO If Yes, when did you complete your studies: _____
YYYY-MM-DD

RESIDENCY INFORMATION

Are you a Permanent Canadian Resident? YES NO

Are you a Yukon Resident? YES NO

Are you receiving the Yukon Grant? YES NO

Did you reside in Yukon for 2 years prior to attending post secondary studies? YES NO

▶ If NO, please list where you were residing for 2 years prior to attending post secondary studies.

Dates	City/Province/Territory	Dates	City/Province/Territory

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 when signing your documentation for Yukon Government or at the non Yukon Government Employers office.

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 (YYYY-MM-DD) _____

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: Terilee Huff or
Email: Terilee.Huff@gov.yk.ca
Fax: 867- 667-8555 Phone : 867-667-5927

Have you provided?

STEP application form: YES NO

Skills/abilities form: YES NO

Resume: YES NO

SKILLS /ABILITIES:

Please list experiences from both work and school that are relevant to the STEP positions you are applying for. STEP employers use this form when assessing your application.

Name: _____	Program Name: _____
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VALID YUKON DRIVER'S LICENSE? YES NO CLASS: _____

COURSE WORK TAKEN:

COMPUTER SKILLS:

RESEARCH/ANALYSIS/REPORT WRITING:

LABORATORY/FIELD WORK SKILLS:

OTHER SKILLS, LICENSES, EXPERIENCE, CERTIFICATES: (i.e. First Aid, Supervisory Skills, second language etc)

LIST OF EQUIPMENT CAPABLE OF OPERATING: