



## STUDENT TRAINING AND EMPLOYMENT PROGRAM (STEP)

# STUDENT APPLICATION

### ELIGIBILITY

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

- enrolled in full-time post-secondary studies in or out of Yukon for the January–April semester of this current academic year;
- returning to full-time post-secondary studies in the fall **OR** just graduated this current academic year; and,
- must have resided in Yukon for two (2) consecutive years immediately prior to commencement of post-secondary classes this academic year **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; and,
- a Yukon resident.

**Note: Grade 12, academic development, developmental studies, life skills training, upgrading, college preparation, and one-year certificate programs are not eligible for STEP. Masters programs are also not eligible for STEP.**

Questions? Contact Terilee Huff at [Terilee.Huff@gov.yk.ca](mailto:Terilee.Huff@gov.yk.ca) or 867-667-5927

### Submit completed application with résumé to:

Employment Programs Officer, Department of Education  
PO Box 2703, Whitehorse, YT Y1A 2C6  
Fax: 867-667-8555 • Email: [Terilee.Huff@gov.yk.ca](mailto:Terilee.Huff@gov.yk.ca)



**PERSONAL INFORMATION**

Last name		First name	Initial
Permanent Yukon address			Postal code
Phone		Email	
Date of birth YYYY/MM/DD	Expected date of return to Yukon YYYY/MM/DD	Will you be available to work full-time for a minimum of 12 weeks between May 1 and Sept 1? <input type="checkbox"/> Yes <input type="checkbox"/> No	

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

**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 positions only**

Postion #	Employer	Job title
STEP-_____P		
STEP-_____P		
STEP-_____P		
STEP-_____P		
STEP-_____P		
STEP-_____P		
STEP-_____P		
STEP-_____P		

## SKILLS AND ABILITIES

List skills/abilities 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.

Valid Yukon driver's license?  Yes – class: \_\_\_\_\_  No

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:

**EDUCATIONAL INFORMATION**

Are you currently enrolled in **FULL-TIME POST-SECONDARY** studies for the January-April semester of this academic year?  Yes  No

High school \_\_\_\_\_ Year graduated \_\_\_\_\_

Post-secondary school(s) attended (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 will you have 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 legally entitled to work in Canada?  Yes  No

Are you a Yukon resident?  Yes  No

Are you receiving the Yukon Grant?  Yes  No

Did you reside in Yukon for two years prior to attending post secondary studies?  Yes  No

If no, list where you were residing for two years prior to attending post-secondary studies this academic year:

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 once you begin your work term.

By submitting this application, 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. I understand that STEP employers may use my application and resume to fill non-STEP funded positions that their organization may have.

\_\_\_\_\_  
Signature

YYYY/MM/DD

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 and private STEP employers as required and establishing related databases. For further information please contact the Employment Programs Officer at 867-667-5927 or visit our office in the Education Building, 1000 Lewes Blvd., Whitehorse, Yukon.

**Submit applications to:** Employment Programs Officer  
Department of Education  
Box 2703, Whitehorse, Yukon Y1A 2C6  
Email: Terilee.Huff@gov.yk.ca  
Fax: 867-667-8555 • Phone: 867-667-5927

**Have you provided:**

STEP application form  Yes  No  
Resume  Yes  No