

Job-out application form



Use this form if you are employed in a role relevant to the field of study where there is significant overlap with your WIL (Placement) Course Learning Outcomes and competencies. **Please complete Sections A, B, C and D and upload the completed form to your workflow in the myCareer portal.** *Note: This form is to be submitted a minimum of four weeks prior to the WIL placement block.*

Section A: Personal information

Student name (Last Name, First Name)	Student number
Email	Program code

Section B: course information

Subject (name/code)	Program Coordinator
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Section C: Employer information

Company name			
Placement supervisor (Last Name, First Name)		Supervisor's position/title	
Supervisor's phone number	Supervisor's email		
Co-op/placement address	City	Province	Postal code

Section D: Job-out terms

Start date (dd/mm/yyyy) / /	End date (dd/mm/yyyy) / /	Number of hours per week
Position title	Description	
Duties		

Please attach a copy of the employment offer or letter from the employer.

Student signature

I understand that I am responsible for the accuracy of the above information.	
Student signature	Date (dd/mm/yyyy) / /

Section E : Approval

I have reviewed the job-out request and ☐ approve ☐ deny the student's request.	
Rational for denial:	
Program coordinator	Date / /

This form shall be maintained in the Dean's Office along with a signed copy of the Job-Out Placement Agreement where applicable.