

## COOPERATIVE EDUCATION

### NEW PLACEMENT INFORMATION



Company Name: Black Knight Games  
Address: 868 Mohawk Rd E City: Hamilton Postal code: L8T 2R5  
Name of Contact Person(s): Philip Adcock  
Telephone: 9052963401 Fax: \_\_\_\_\_ E-mail: phil@blackknightgames.ca  
Co-op Job / Placement Title: Customer Service - Retail  
Number of Placements Available: 2

Semester 1 (Sept. – Jan.) ☐ am ☐ pm ☐ either ☐ all-day  
Semester 2 (Feb. – June) ☐ am ☐ pm ☐ either ☐ all-day  
Summer Co-op (July - August): ☒ **ALL DAY**

Hours (and days) of Work: Monday - Friday 9am-1pm Sat 9-6

Will the student be paid a wage or given an honourarium? Yes ☐ No ☒

Job Synopsis and Tasks (Observed and/or performed by the Co-op Student):

Opening Procedures  
Cleaning and Organizing  
Stocking of Product  
Data Entry  
Point of Sale  
Event Facilitation

Job Requirements (Skills, Personal Qualities):

Independent  
Interpersonal Skills  
Rapport Building  
Task Focused  
Team Focused  
Positive Approach  
Interest and Knowledge about D&D, Magic:the Gathering, Warhammer, Board Games etc an

Do you employ apprentices or any certified trades? Yes ☐ No ☒

Would you be willing to have students come in for short term (approx. 2 weeks) Work Experience? Yes ☒ No ☐

Is it okay for Co-op teachers to contact you directly? Yes ☒ No ☐

I'd rather be contacted by the HWDSB Central office Yes ☐ No ☒

*An OYAP student is any student taking part in Co-op in an "Apprenticeable" occupation*

The Hamilton-Wentworth District School Board

Completed forms can be e-mailed to: [ngodwald@hwdsb.on.ca](mailto:ngodwald@hwdsb.on.ca) or faxed to (289) 674-0409