

# FALL 2016 STUDENT REQUEST FORM

## HIGH SCHOOL CO-OPERATIVE EDUCATION PROGRAM

The High School Co-operative Education Program for Fall/Winter 2016 will be running from September 2016– January 2017. If you are interested in placing a student in your Division/Section please forward this completed questionnaire via e-mail to: [Amy.Komocsi@hamilton.ca](mailto:Amy.Komocsi@hamilton.ca) no later than **Friday April 22<sup>nd</sup>, 2016**.

High School Co-op Placement Title: Administrative support/ Officer support

Please indicate area where student will be working in:  Clerical  Technical  Nursing  Other

Department: Planning and Economic Development

Division: Parking and Bylaw Services

Section: Municipal Law Enforcement

Location: 77 James Street North, Hamilton suite 250

Reports To: Tamara Reid/Carmela Vidic

Title: Supervisors Municipal Law Enforcement/Licensing

Phone Number: 905-546-2424

Ext: 1969

The high school co-op students are placed in either the morning or afternoon for three (3) hours in length from Monday to Friday. Please select your preference:

<input type="checkbox"/> Morning	# of Students Requested	_____
<input type="checkbox"/> Afternoon	# of Students Requested	_____
<input checked="" type="checkbox"/> No preference	# of students requested	<u>2</u>

It is strongly recommended that students receive an honourarium to cover travel and/or lunch expenses.

- Will the \$12 per day/student honorarium be provided? Yes  No

### **PLEASE ATTACH ANY DESCRIPTORS OR DETAILS RELEVANT TO THIS PLACEMENT**

- Provide a brief explanation of your Department/Division.  
Enforcement of City Bylaws not related to Parking, including Licensing, Environmental, Property Standards, Vital Services, Noise and Zoning.
- What do you consider as the duties of a High School Co-op student in your department?  
Part of the time will be data entry; administrative filing, special projects, and the other will be spent working side by side with an Officer in the carrying out of their daily duties.
- What would be the ideal qualifications of the High School Co-op student?  
Interested in law enforcement, able to file, collate, computer literate, work in situations that may occur both indoor and outdoor (exposure to elements), outgoing, balance between everyday tasks and more adventurous ones.

**INTERVIEW SCHEDULING INFORMATION**

Interviewer(s):	Tamara Reid/Carmela Vidic
Phone Number and Extension:	905-546-2424 ext 1969
Interview Location/Address:	77 James Street North, suite 250, Hamilton (inside the City Centre 2 <sup>nd</sup> floor)
Interview Day: <b>If you require a different date, please advise of an alternate day.</b>	<b>May 18, 2016-No May 17<sup>th</sup> please or TBA</b>
Interview Time: <b>Please advise of a time for which you could conduct interviews.</b>	11am. Or TBA