

Co-op Education Application Package

To Apply: Complete this package as directed below. Completed applications must be submitted to the Co-Operative Education teacher at your school. All applications to St. Joseph's will be coordinated through the board representative.

- **Student Statement of Responsibility** (this page signed)
- **Student Application Form**
- **Pre-Placement Health Form** – this form can take 4-6 weeks to complete
 - Any costs incurred are the responsibility of the student
 - No student can start a placement before approval of this form
 - Student placements have been cancelled if form is not handed in on time

Incomplete Application Packages will not be considered.

Student Statement of Responsibility

St. Joseph's Healthcare Hamilton (SJHH) is a teaching hospital committed to education and research while providing exemplary care for the sick. SJHH is associated with McMaster University and Mohawk College. Experiential learning opportunities for high school students fit into the mandate to provide education.

Students who have been accepted for a placement must honour the privilege by assuming the responsibility to uphold the standards and policies of St. Joseph's Healthcare, Hamilton & the Volunteer Resources Department as instructed during the interview, orientation and training.

When in the placement area, you must:

- Respect confidentiality and privacy of patient information (This is a legal requirement and moral responsibility)
- Take caution to work safely as instructed by staff, in accordance with the Occupational Health and Safety Act, reporting any unsafe situations or equipment and not undertaking any actions without training. Any accident/incident must be reported to your placement manager and your teacher to ensure proper follow up and documentation is complete.
- Maintain infection control practices by washing hands properly and frequently, not entering isolation areas and determining if you are too ill to be in your placement area
- Adhere to the corporate professional image standard, being sure to wear the assigned co-op golf shirt and ID badge at all times.
- Maintain a high code of conduct in speech, appearance and actions,
- Have excellent attendance being punctual and reporting any absences in a timely manner,
- Be motivated to learn, willing to help and pleasant

By signing, the applicant is agreeing to accept the responsibilities of the placement.

Signature

Date

St. Joseph's Healthcare Hamilton
High School Co-operative Education Program
Student Application Form – Summer 2025

Please print neatly and complete the application in its entirety

Name: Last: _____ First: _____

Address: _____ Apt. #: _____ City: _____

Postal Code: _____ E-Mail Address: _____

Phone: Home: _____ Cell: _____ Other: _____

In care of emergency, contact person: _____ Phone: _____

School: _____ Co-op Teacher: _____ Email: _____

Which department you would like to select for your placement? Why you have chosen this as placement opportunity?

What **past experiences** do you have that would assist in this placement?

Why did you select St. Joseph's Healthcare Hamilton as a potential co-op placement?

List **strengths and weakness** that will help us to work with you to determine a suitable placement:

If selected, what would you like to **accomplish** at your co-op placement?

St. Joseph's Healthcare Hamilton is committed to a **barrier-free recruitment and selection process**. Please indicate below if there is any accommodation to the application process: