WOMEN BUILDING FUTURES®

Headquarters & Training Centre:
10326 107 Street Edmonton AB T5J 1K2
ᐊᒥᐢᑲᐧᑊᐊᐧᐢᑲᑊᐃᑲᐣ (Amiskwacîwâskahikan) Treaty 6 Territory
780-452-1200
womenbuildingfutures.com

Career Investigation Report

The following questions will guide you through the exploration phase of this career path. Complete this document with the area that is of most interest to you so your research can be direct and give you the most information. You are more than welcome to do multiple reports if you are interested in more than one area but be sure to indicate your order of preference. Please answer every question to the best of your ability and fill out ALL fields to ensure your application is complete and thorough.

Applicant Information:

Applicant Name:

Date of Birth:

Phone Number:

Email:

If you wish to declare you are of Aboriginal descent, please check which applies to you:

Band or Settlement Affiliation	**Band or Settlement Affiliation**
☐ First Nations (Treaty)	☐ Metis – Registered
☐ First Nation (Non-Treaty)	☐ Metis – Self Declared
☐ Inuit	☐ Not Applicable

We encourage you to familiarize yourself with your career path of interest by either talking to people in the field, looking at current job postings and companies, or doing online research. Important areas to focus on are hours, shifts, opportunities in different industries, starting off pay and how you move up, short- and long-term safety considerations with your health and safety on a day-to-day basis. There are several ways to find out this information and some resources have been noted below.

1. Online Research
    a. https://alis.alberta.ca/
    b. https://tradesecrets.alberta.ca/
    c. https://www.youtube.com/user/WomenBuildingFutures
2. Job Postings – Pay attention to the hours/shifts/starting wage/job duties and personal qualifications of who they are looking for.
    a. Search for current job postings
        i. Company websites
        ii. Job posting websites
        iii. Unions

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3. Talk to others in the field
    a. If you know someone who works in the field – interview them
    b. Call a company and ask if they have someone that can call you back to talk about their experience as a ….
    c. Post questions or ask to talk with someone on internet groups such as Facebook

My Trade/Occupation of Interest – What the research says, now and in the future:

1. What career or trade are you most interested in?

2. What areas and industries are accessible with your highlighted trade (driving – snow removal, HydroVac operation)? What industry are you most interested in?

3. Describe the type of work that is performed in this occupation?

4. What skills and personal qualities would be helpful to do this work?

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5. What types of hours and shifts are worked in this field?

6. What are the physical requirements of this career?

7. What are the short- and long-term health and safety considerations of this career?

8. Is there an apprenticeship program you must complete to become fully certified in your career of interest? If so, describe the process to complete an apprenticeship.

9. What duties can you expect to do early in this career?

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10. What salary can you expect when you start in this career and once, you are established?

11. What is the current demand for people entering this career? Remember to use job search websites such as indeed.com.

12. List 4 companies/employers that hire in your career path.

    1)

    2)

    3)

    4)

13. Name two related trades/Occupations where you could expand your opportunities.

    1)

    2)

14. What are the opportunities for growth and advancement within this career?

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15. Why do you believe this career is a good fit for you?

16. What personal, work, and/or volunteer experience do you have that relates or could be transferred to this type of work?

17. How do the employer expectations (hours, shifts, travel, etc.) of this occupation fit with your current life circumstances? Are there pieces of your life you may need to adjust for this occupation to fit (childcare, pet care, transportation, lifestyle changes)

18. Do you have any current or past health or physical limitations that would affect your ability to do this kind of work (i.e., lifting, crawling, working in confined spaces, working at heights,)? In industry, drug and alcohol testing is common and the testing will pick up on prescribed and unprescribed medication, do you need to make any lifestyle changes today?

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19. What can you do to reduce some of the health and safety risks that may come up day to day and from being in this type of career long term for you and your colleagues?

20. How would this opportunity impact your life?

21. Are there additional pieces you need to research and get working on prior to starting a program? (Childcare, budget, pet care, transportation)

Additional Comments:

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Protection of Privacy and Declaration/Consent for release of information

Protection of Privacy:
The personal information on this form is collected under the authority of Section 33 of Alberta's Freedom of Information and Protection of Privacy Act for purposes such as admission and registration, administration of records and student services.

Information collected during the application process is securely stored and only used for the purpose of admissions and enrolment. Students' personal information may be disclosed to academic and administrative units according to Women Building Futures policy, federal and provincial reporting requirements, and Student Funding Associations.

For details on the use and disclosure of this information contact:
Women Building Futures, 10326 – 107 Street, Edmonton, AB T5J 1K2. Telephone: 780-452-1200.

Declaration:

I _____hereby certify that all statements made in connection with this application are true and complete.

I understand that this information is provided as an application to a Women Building Futures Training Program only and does not constitute acceptance to the Program.

Consent for Release of Information

I, _____consent to the exchange of any records, assessments, test results and other documentation concerning myself, between Women Building Futures Society authorized individuals for the purpose of determining my suitability for this program at this time.

Applicant Signature: _____ Date: _____

*If you are sending this application form electronically, please type out your full name in the signature line to indicate you have read and understood Section 6 of the application form.