

## APPLICATION PACKAGE CHECKLIST

Please check your application document to ensure that all required materials are included and that they follow the prescribed order as below:

- Application Form** – Information provided (must be legible), dated and signed by the Career and Experiential Learning Department Member and Student
- Co-op Organization/Employer Support Form** – completed and signed.
- Student Biography** – 150 word maximum that may be used for TRU communications once awards are granted.
- Student Applicant Reflection** – 2 page maximum, 1-inch margins, 10-point font minimum on how Co-operative Education impacted their career development.
- Student Resume** – 2 page maximum
- Student Nominee's portfolio** – 2 page maximum (optional)
- Student Nominee's unofficial transcript**

Materials must be scanned and submitted in one (1) PDF electronic document titled by the Student's Surname, First Name, and Institution. (Example: Smith, Joanna, Thompson Rivers University.pdf). Application package must be RECEIVED via email to the Career and Experiential Learning - Attention CSOTY Committee at [careereducation@tru.ca](mailto:careereducation@tru.ca) by November 15, 2023, 4:00 p.m. PST.

## APPLICATION FORM

Please complete all sections of this application form including signatures. Any false information provided in a application may result in disqualification or retraction of the award.

The applicant must have the support of a host organization/employer, as shown by the completed Organization/Employer Support Form.

<b>Student</b>	
<b>Applicant's Name:</b>	
<b>Mailing Address:</b>	
<b>Email Address:</b>	
<b>Institution Name</b>	
<b>CEL Faculty Member Name (Co-op coordinator)</b>	
<b>Applicant's Degree/Diploma to be listed on a Certificate</b>	
<b>Co-op Organization/Employer</b>	
<b>Date(s) of Co-op Work Term(s)</b>	
<b>Applicant's Signature:</b>	<b>Date:</b>