

Before we can begin the placement process, you need to:

- Complete this form and the attached *Freedom of Information and Protection of Privacy* release
- Provide a copy of your current transcript from SIRIS
- Provide a recent police clearance certificate if you wish to be placed with any governmental position, such as the courts, the City of Toronto, tribunals, etc.
- Provide a paper copy and electronic version of your résumé

Your Contact Information

Title First Name Last Name

Program Student Number (Do not add punctuation or spaces)

I don't need placement because _____

Address Where We Can Reach You (Please advise if address changes)

Apt No. Street No. and Name

City Prov. Postal Code

Telephone (Do not add punctuation or spaces; e.g., 4164915050)

Home Business Extension Cell

Email

Learn (Seneca) Account @learn.senecac.on.ca

Alternative Email Account

Skills

Keyboarding

net words per minute (Be honest!)

Other languages besides English and fluency

<input type="checkbox"/> French _____	<input type="checkbox"/> Cantonese _____
<input type="checkbox"/> Italian _____	<input type="checkbox"/> Mandarin _____
<input type="checkbox"/> Portuguese _____	<input type="checkbox"/> Punjabi _____
<input type="checkbox"/> Russian _____	<input type="checkbox"/> Spanish _____
<input type="checkbox"/> Ukrainian _____	
<input type="checkbox"/> Other <input type="text"/>	

Field Placement Preferences**Type of Employer**

Select three types of field placement employers that would be of interest to you. You can add to the list if you like.

Choice ①

Choice ②

Choice ③

Areas of Law

Select three areas of law that would be of interest to you. You can add to the list if you like.

Choice ①

Choice ②

Choice ③

Preferred Location of Placement

Choice ①

Choice ②

Choice ③

Special Requests (e.g., timing, geography, and reasons)**Transportation Considerations**

- I am eligible to drive in Ontario.
- I have a car available during field placement.
- I rely exclusively on public transit (TTC, GO).

Security Considerations

Security checks are not required unless you plan to work within courts, tribunals, agencies, boards, or governmental offices such as the Ministry of the Attorney-General. You will not be placed with such employers unless you provide a police clearance certificate dated this year.

If providing, we need the original for inspection and copy for the file.

- I will provide an original police clearance certificate and photocopy

Checklist

- My SIRIS transcript with comments is attached.
- My executed authorization to release personal information is attached.
- I will provide a paper résumé for my interview with the co-ordinator.
- I have emailed an electronic version of my résumé.

AUTHORIZATION TO RELEASE PERSONAL INFORMATION

Effective January 1, 1989, the Ontario Colleges of Applied Arts and Technology are covered under the *Freedom of Information and Protection of Privacy Act*. This Act provides the right of access to information under the control of government and its agencies and protects the privacy of individuals with respect to personal information about themselves. In accordance with the terms of the Act, please sign the waiver below in order that the College may release information concerning your academic studies while seeking employment or admission to another educational institution.

Personal information is collected for the administrative and statistical purposes of the College under the authority of the *Ministry of Colleges and Universities Act*, R.S.O. 1990, and Regulation 770, as well as the *Freedom of Information and Protection of Privacy Act*, specifically sections 21, 39 and 49.

If you have any questions regarding the collection and uses of personal information, please contact the Coordinator, Freedom of Information and Privacy Protection, Jane Wilson, at (416) 491-5050, ext. 7177.

In accordance with the *Freedom of Information and Privacy Act*, I hereby authorize:

Seneca College of Applied Arts & Technology

to release information (check those boxes that you are giving permission for) concerning my:

- Education record
- Employment and/or volunteer record
- Police clearance letters (if provided)
- Field placement/co-op. experience record
- Other (*please specify*—e.g., *part-time employment at Seneca*) _____

This information may be released to:

- Potential employers and/or field placement hosts
- Other educational institutions
- Other (*please specify*) _____

Name (Please type or print)

Student Number (Do not add punctuation or spaces)
Print out and sign below.

Date (Use the dropdown menu for today's date)

Signature