



## STUDENT TRAINING AND EMPLOYMENT PROGRAM (STEP)

# STUDENT APPLICATION

### **Eligibility**

To apply for STEP jobs you must meet the definition of a Yukon post-secondary student as follows:

- currently attending full-time undergraduate studies in a minimum 2 year program that will result in a Certificate, Diploma or Degree;
- returning to full-time studies in the fall **OR** just graduated this current academic year; and,
- must have resided in Yukon for two (2) consecutive years immediately prior to commencement of classes this academic year **OR** eligible for the Yukon Grant or the Student Training Allowance;

### **and you are**

- a Canadian citizen or permanent resident and legally entitled to work in Canada;
- not a member of the employer's immediate family or direct supervisor; and,
- a Yukon resident.

### **Note:**

- Masters programs are not eligible for STEP
- International students and temporary foreign workers and their dependents are not eligible for STEP
- Students can only work the same STEP position for two summers.

**Questions?** Email [studentjobs@yukon.ca](mailto:studentjobs@yukon.ca) or call 867-334-6843

**Submit completed application with résumé to:**

Employment Programs Officer (E-13), Department of Education  
PO Box 2703, Whitehorse, YT Y1A 2C6  
Email: [studentjobs@yukon.ca](mailto:studentjobs@yukon.ca)



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**Personal information**

Last name	First name	Initial
Permanent Yukon address		Postal code
Phone	Email	
Date of birth YYYY-MM-DD	Expected date of return to Yukon YYYY-MM-DD	Will you be available to work full-time for a minimum of 12 weeks between May 1 and Sept 1? <input type="checkbox"/> Yes <input type="checkbox"/> No

**Educational information**

Name of high school:		Year graduated:		
Post-secondary school(s) attended (start with the most recent):				
Name of school	Program name	Years completed before May this year	Start date YYYY-MM-DD	End date YYYY-MM-DD

Will you graduate this academic year?  Yes  No If yes, when did you complete your studies: YYYY-MM-DD

**Eligibility information**

Are you currently enrolled in **full-time studies** for the January-April semester of this academic year?  Yes  No

Are you a Canadian citizen or a permanent resident?  Yes  No

Are you a Yukon resident?  Yes  No

Are you receiving the Yukon Grant or the Student Training Allowance?  Yes  No

Did you reside in Yukon for two years prior to this academic year?  Yes  No

**Preferencing information**

Yukon government is committed to employment equity and a workforce representative of the public it serves.

Please self-disclose if you meet a preference requirement:

- I am a person of Yukon First Nation Aboriginal ancestry  Yes  No
- I am a person of Canadian Indigenous ancestry  Yes  No
- I am a person with a disability  Yes  No

If you are not from a preference group, you can still apply on any STEP position you meet the requirements for. In the event no one from the preference group applies or meets the screening criteria outlined in this competition your application WILL BE considered. We encourage all interested individuals to apply regardless of the preference!

**Declaration**

By submitting this application, I certify that the information I have provided in this application is true and complete. I understand that if any of this information is found to be untrue, this application may be rejected. I understand that STEP employers may use my application and resume to fill non-STEP funded positions that their organization may have.

This information is being collected pursuant to the *Access to Information and Protection of Privacy Act* s 15(c)(i) to determine the students eligibility to provide career related job opportunities to Yukon post-secondary students through wage subsidies to employers. This information is shared with other government departments and private STEP employers as required and for establishing related databases. For further information please contact the Director of Post-Secondary and Future Skills at 1000 Lewes Blvd, Whitehorse, Yukon, Y1A 3H9.

## STEP Positions

**List all STEP position(s) that you are applying for.** Your program or courses should relate to the field of study listed on the job posting. If you require additional space, use a separate piece of paper or include it in the body of your email.

## **Yukon government positions only**

## Non-Yukon government positions only

**Skills and abilities**

Current program/field of study:

Currently enrolled in year \_\_\_\_ of \_\_\_\_  Certificate  Diploma  Degree  Other \_\_\_\_\_

Valid Yukon driver's license?  Yes – class: \_\_\_\_\_  No

List skills/abilities from both work and school that are relevant to the STEP positions you are applying for. STEP employers use this information when assessing your application.

**Course work taken:****Computer skills:****Research/analysis/report writing:****Laboratory/field work skills:**