



**STUDENT TRAINING AND EMPLOYMENT PROGRAM (S.T.E.P.)**

**2007 PREFERENCE & SKILLS FORM**

This form must be completed or your application will be returned,  
which will cause a delay in processing your application

**PERSONAL INFORMATION**

NAME: Mr. Ms. (please circle) \_\_\_\_\_  
Last Name
First Name
Initial

Date of Return to Yukon (if known): \_\_\_\_\_

Address in Yukon : \_\_\_\_\_  
Postal Code \_\_\_\_\_

Yukon Health Care Number: \_\_\_\_\_

Phone Number in Yukon: \_\_\_\_\_

Contact Number at School: \_\_\_\_\_

Or leave message with: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**EDUCATIONAL INFORMATION**

Are you currently attending **full time under-graduate studies** and returning to these studies in the fall? Yes \_\_\_\_\_ No \_\_\_\_\_

Year and High School Graduated From: \_\_\_\_\_

Institution currently attending: \_\_\_\_\_  
 (Current academic year Jan – May)

Field of Study/Course Specialty: \_\_\_\_\_

Current Year completed (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>) \_\_\_\_\_  
 (Including this academic year)

Institution will be attending in Fall: \_\_\_\_\_  
 (Sept – Dec)

Field of Study/Course Specialty: \_\_\_\_\_

**RESIDENCY INFORMATION:**

List where you were residing during the time periods listed two years prior to the commencement of your under-graduate studies for this academic year and if you were in school or not during those periods.

**Did you reside in the Yukon 2 years prior to attending post secondary studies?** YES \_\_\_\_\_ NO \_\_\_\_\_

<b>Time Frame</b>	<b>City &amp; Province or Territory</b>	<b>In School</b>	<b>Not In School</b>
Sept. to Dec. 2004	_____	_____	_____
Jan. to April 2005	_____	_____	_____
May to Aug. 2005	_____	_____	_____
Sept. to Dec. 2005	_____	_____	_____
Jan. to April 2006	_____	_____	_____
May to Aug. 2006	_____	_____	_____
Sept. to Dec. 2006	_____	_____	_____
Jan to April 2007	_____	_____	_____

**POSITION INFORMATION**

Only one application form is required for all Government of Yukon positions. You may tailor a cover letter for each position if you wish. Please indicate (by position number) the positions(s) you are interested in. (Do not include the Private Sector jobs)

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_  
 5. \_\_\_\_\_ 6. \_\_\_\_\_ 7. \_\_\_\_\_ 8. \_\_\_\_\_

**SKILLS/ABILITIES/EXPERIENCE:**

In an effort to ensure that you have provided us with all the pertinent information regarding any coursework, skills and abilities that may be relevant to the positions you are applying for, this sheet has been designed to assist you and us in assessing your application. If you have a resume please attach with this form.

**VALID YUKON DRIVER’S LICENSE?** Yes / No CLASS \_\_\_\_\_

**ARE YOU BILINGUAL:** (Please state language and if fluent in reading, comprehension, speaking and writing in that language)

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**COURSE WORK TAKEN:** (List courses taken relevant to the area of employment of interest to you)

**COMPUTER SKILLS:** (list word processing, database, networking experience both in work place and in school)

**RESEARCH/ANALYSIS/REPORT WRITING:** (describe experience both in the work place and in school setting)

**LABORATORY/FIELD WORK SKILLS:** (describe experience both in the work place and in school including equipment used)

**OTHER SKILLS,LICENSES, EXPERIENCE, CERTIFICATES appropriate to positions applied on:** (i.e. First Aid, Supervisory Skills, etc)

**LIST OF EQUIPMENT CAPABLE OF OPERATING:**

**DECLARATION: If you cannot sign this form because you are sending it electronically, and you are successful in winning the position, we will have you sign the declaration during the student orientation for YTG.**

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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This information is being collected under the authority of the Education Act for the purpose of administering the Student Training and Employment Program (STEP) including determining eligibility, sharing information with other government departments as required and establishing related databases. For further information please contact or direct inquiries to the Employment Programs Officer at (867) 667-5927 or visit our office in the Education Building, 1000 Lewes Blvd., Whitehorse, Yukon.

