



The 519 Student Placement Application Form

Contact Information

Please return your **completed application form, CV, and cover letter** to: StudentOpportunities@The519.org
or by mail or in-person to:

ATTN: Student Placements
The 519
519 Church St Toronto ON M4Y 2C9

Eligibility

This application applies to students undertaking a placement for academic credits, as part of a requirement of a program of study offered by a public university, college, or private career college (registered with the Ontario Ministry of Training, Colleges and Universities). In order to apply for a student placement, you must commit to a minimum of one four-month placement and complete a minimum of 125 hours during each four-month placement.

Notice of Collection of Personal Information

The personal information on this form is collected under the authority of the City of Toronto Act, S.O. 2006, Chapter 11, Schedule A, s. 136 (b) & (c). The 519 will use the information for the purpose of processing and evaluating your application for a student placement and/or intern opportunities. The 519 will not trade personal information with other organizations. Questions about this collection can be directed to the Privacy Officer at The 519, 519 Church Street, Toronto, ON, M4Y 2C9, by email at Privacy@The519.org.

Accommodation

In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, and the City of Toronto's Accommodation Policy, accommodation will be provided in all parts of the application and selection process. A student applying for a placement should make their needs known in advance.

Name: _____

Date: _____

Email: _____ Preferred method of contact

Phone: _____ Preferred method of contact

Cell: _____ Preferred method of contact

Educational institution: _____

Program of study: _____

Program website: _____

Years of program completed: _____

Educational institution contact name: _____

Educational institution contact email: _____

Educational institution contact phone: _____

The 519 Student Placement Application Form (continued)

My Educational institution has a dispute resolution procedure for student placements, which is accessible to the student and The 519. Yes No

My Educational institution has third party insurance to respond to a lawsuit against the Education institution, its faculty, staff and students in the event of a claim against any of the above parties resulting from normal legal performance of duties and responsibilities associated with academic activities. Yes No Unsure

Preferred program for placement. Check areas of interest:

- Newcomer Settlement Services
- Trans Community Services
- 50+ LGBTQ Services
- Food and Meal Programs
- Child and Family Program
- Education and Training
- Fundraising and Development
- Sport and Recreation
- Social Enterprise Restaurant and Catering

Preferred placement start date: _____

Preferred placement end date: _____

Number of hours to be completed each week: _____

Total number of hours to be completed: _____

Days of the week you are available: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Students must attach a CV and cover letter. In the cover letter students should outline:

- **Why they want to undertake a placement with The 519**
- **How your educational experience have prepared you for this placement**
- **The skills and experience you expect to gain during a placement with The 519**

For The 519 Administration

Date application received: _____

Application forwarded to: _____

Decision on application: _____

Program: _____