



## Actua InSTEM Team 2019 - Application Package

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**The deadline to submit applications is Sunday, May 5, 2019.**

### Part 1: Personal Information

First Name:		Last Name:	
Address, City/Town, Province/Territory:			Postal Code:
Area Code + Phone Number:		Email:	
How did you hear about our program? Other (please specify):			
Do you hold a valid, full driver's (class 5 or equivalent) license in your province/territory? NO YES Are you eligible to rent a vehicle? NO YES Are you comfortable driving under various driving conditions (gravel, highways, rain, snow) for drives that could range from an hour to a full day when travelling between communities? NO YES Will you be 21 or older before the beginning of the work term (June 24)? NO YES			
Do you speak any additional language(s)? NO YES If yes, please specify:			

### Part 2: Education/Training

Are you currently enrolled in (or have recently completed) post-secondary studies? YES NO Program of Study & Major:  Post-Secondary Institution:
Other diplomas, certificates, degrees:

### Part 3: Commitment

<p>Selecting 'Yes' below declares you are able to work consecutively within the dates and understand that you will not have the opportunity to travel home during these dates.</p> <p><b>Please note August 31st is not the guaranteed end contract date, Actua will have an end date in your formal offer if you are hired. There will be a minimum of 6 weeks for program delivery and training.</b></p> <p>Are you available for mandatory training in Ottawa, June 24 - July 5? YES NO</p> <p>Do you have any commitments that would prevent you from delivering programming from July 6- Aug 31? YES NO</p> <p>a. If yes, please list:</p> <ol style="list-style-type: none"> <li>i.</li> <li>ii.</li> <li>iii.</li> </ol>
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## Part 4: References

<p>Actua would like to connect with people that can speak to your interests and experience. Please provide three professional references. <b>At least one reference must be able to speak to your work with youth.</b></p>	<p><b>Reference #1</b> Name: Organization: Occupation: Phone: (     ) Email:</p>
<p><b>Reference #2</b> Name: Organization: Occupation: Phone: (     ) Email:</p>	<p><b>Reference #3</b> Name: Organization: Occupation: Phone: (     ) Email:</p>

## Part 5: Cover Letter - How Would You Contribute to The Actua Experience?

Using your preferred communication style, highlight how your unique skills, knowledge, and attitudes would contribute to delivering Actua’s mission as part of the InSTEM Team. Be yourself and show us why you're right for the job in print, art, or other media.

**Please note the fine print:**

- Your submission **MUST NOT** include any images/photos of your face
- Media files may not exceed 3 minutes in length
- Documents must fit on one 8.5 x11 sheet of paper

## Part 6: Resume

Please attach.

## Part 7: Submitting Your Application

**Step 1:** Please ensure that you meet all of the eligibility criteria and read all instructions carefully.

**Step 2:** Complete all 7 parts of the application

**Step 3:** Attach your resume and cover letter (Note: if submitting a media file, please provide a file via email or upload with your application online)

**Step 4:** Submit your complete application by email, fax, or mail on or before Sunday, May 5, 2019, 11:59pm EST.

If you require a disability related accommodation in order to participate in the recruitment process, please contact us to provide your contact information. We will contact you within two business days.

By signing this application you certify that all information provided is true and correct and that you have followed the guidelines for your cover letter as outlined within the application form.

**Applicant Signature:** \_\_\_\_\_ **Date of Application:** \_\_\_\_\_

**Please email, fax or mail your application:**

**Email to:**

InSTEM Team

[OThiring@actua.ca](mailto:OThiring@actua.ca)

Subject line: InSTEM Instructor Application 2019

**Fax to:**

613-234-4779

ATTN: InSTEM Team

Subject: InSTEM Instructor Application 2019

**Mail to:**

ATTN: InSTEM Team

Actua National Office

111 Murray Street

Ottawa, ON

K1N 5M5

For more information about the InSTEM program, please visit Actua's website at [actua.ca](http://actua.ca), or contact the InSTEM Team, at [OThiring@actua.ca](mailto:OThiring@actua.ca) or by phone (613-234-4137).