

Student Placement Application Guidelines

Please send the following 4 documents to the following email: chrisdr@kchc.ca

Please format the subject line as: first initial.last name_P2E Placement Application_year.
(ex. s.smith_P2E Placement Application_2024)

Required Documents:

1. Student Placement Information Form (Please see document below)
2. Resume
3. Cover Letter
 - a. Please address the following questions:
 - i. Why you are interested in our student placement program
 - ii. Relevant past experiences relating to the work at Pathways to Education (volunteer, professional, lived)
4. Project Proposal
 - a. We encourage our placement students to have specific ideas or projects in mind that they would be interested in working on throughout the duration of their placement. This can range from an issue they would like to address, a workshop they would like to plan and facilitate, to a specific area of interest they are hoping to focus on as a placement student. Please identify a specific project, why you have chosen that project, and how it would be implemented at Pathways to Education Kingston. (short video/slideshow/written document are all accepted)

Note: We highly encourage that any students looking to apply for a placement which is less than 6 months to volunteer at Pathways to Education Kingston prior to their placement start date.

Application Deadlines:

Fall Placement (Start date between September – December): June 30th
(Applicants can expect to hear back by July 21st if selected for an interview)

Winter Placement (Start date between January – April): November 1st
(Applicants can expect to hear back by November 21st if selected for an interview)

Student Placement Information Form

Today's Date: _____ Last Name: _____

First Name: _____ Pronouns (e.g. they, them): _____

E-mail: _____

Academic Institution: _____

Program: _____

Placement Start Date: _____ Placement End Date: _____

Number of Days/Weeks: _____ Total Hours Required: _____

Days of the Week (*check all that apply*):

- | | |
|------------------------------------|-----------------------------------|
| <input type="checkbox"/> Monday | <input type="checkbox"/> Thursday |
| <input type="checkbox"/> Tuesday | <input type="checkbox"/> Friday |
| <input type="checkbox"/> Wednesday | <input type="checkbox"/> Flexible |