

YOUTH IN ACTION: SUMMER WORK EXPERIENCE 2026

To apply, applicants MUST:

1. Complete and submit this application by **Friday, April 17th, 2026**:
 - Via email to: CareerCompass@communitylivingessex.org
 - The application can also be filled out on our website: www.clecareercompass.org
2. Be 16 – 29 years old
3. Have an intellectual disability (confirmed through Developmental Services Ontario). Visit www.dsontario.ca for more information and eligibility.
4. Arrange their own transportation to and from work.
5. Commit to the following:
 - Completing an interview with the Career Compass team (tentatively scheduled for the week of May 4th).
 - Attend and participate in our job readiness training where students will engage in discussions about expectations in the workplace, appropriate behaviour at work, and problem solving.
 - Adhering to and following a work schedule as determined and required by the employer.
6. Have a Social Insurance Number and a bank account for payroll deposits from the employer.
7. Ensure time missed during work will be due to emergency situations or illness only.

Career Compass will make every effort to reach our goal of finding and matching each youth to a summer job.

If you have any questions regarding Youth in Action or require assistance filling out the application, please contact
Tammy Dalglish, Manager Community Living Supports overseeing Career Compass
519-776-6483 ext. 211 or tammy@communitylivingessex.org

The information gathered will be used to assist the Career Compass team in finding the best possible fit for summer work experience for the youth listed within this application. This information will be kept confidential. Students are encouraged to seek assistance to complete this application if needed.

Youth Applicant's Information:

First Name: _____ Last Name: _____ Preferred Name: _____

Address: _____ Postal Code: _____

Phone #: _____ Email: _____ Date of Birth: _____

Emergency Contact:

First Name: _____ Last Name: _____ Relationship to applicant: _____

Address: _____ Postal Code: _____

Phone #: _____ Email: _____

How did you hear about the Youth in Action: Summer Work Experience program?

- A presentation A teacher Saw the pamphlet Website Social media Word of mouth
 Other (describe): _____

Are you between the ages of 16 and 29? YES NO

Do you have a bank account? YES NO

Do you have a SIN (Social Insurance Number)? YES NO

Do you have reliable transportation? YES NO

Do you have your driver's license? YES NO

Home Community

What areas of Essex County would be most convenient for you to work in? (Please check all that apply)

- Amherstburg Harrow LaSalle Essex McGregor Tecumseh
 Belle River Comber Lakeshore Kingsville Leamington Windsor

Education Information

Name of School: _____ Program/Diploma Name (OSSD/OSSC) _____ Year _____

Have you received any training or certifications? (For example: Safe Food Handling, Smart Serve, WHIMIS, etc.)

YES NO Please list: _____

Areas of Interests

Please number the top 5 jobs/fields that you may be interested in, in order of preference (1 being the one you prefer the most):

- _____ General labour (heavy lifting/moving)
_____ Retail (stocking/sorting/greeter)
_____ Office work (filing/clerical duties)
_____ Outdoor work (grass cutting/weeding)
_____ Maintenance (painting/cleaning)
_____ Kitchen (dishes/food prep)
_____ Janitorial (washing floors/windows/sweeping)
_____ Other (describe): _____

Why are these jobs interesting to you?

Please list any additional skills or interests you have that may be helpful to secure the best job match.

Experience

Please list the last two paid positions, co-op placements through school or volunteer opportunities you have had.

1. Employer/Organization: _____ Start Date (dd/mm/yyyy): _____ End Date (dd/mm/yyyy): _____

Address: _____ Phone Number: _____ Supervisor: _____

Can we contact this employer/supervisor? YES NO

Briefly describe duties & responsibilities:

2. Employer/Organization: _____ Start Date (dd/mm/yyyy): _____ End Date (dd/mm/yyyy): _____

Address: _____ Phone Number: _____ Supervisor: _____

Can we contact this employer/supervisor? YES NO

Briefly describe duties & responsibilities:

References

Please provide two people who we can contact for references. They can be teachers, or from past job/co-op/volunteer placements.

1. Name: _____ Contact Information (phone or e-mail): _____

2. Name: _____ Contact Information (phone or e-mail): _____

Consent

I hereby grant permission to Community Living Essex County to contact previous employers, schools, and other organizations indicated on this application (unless indicated otherwise) and I hereby authorize my former employers, schools and other organizations indicated to provide information concerning employment, education, and/or character.

I hereby release those individuals or organizations from any and all liability and damages for providing such information.

I hereby declare that the information contained in this application is true and complete to the best of my knowledge. I understand that any omission or misrepresentation of information on this application may disqualify me from Youth in Action: Summer Work Experience.

Youth Signature: _____ Date: _____

Parent/Legal Guardian Signature (if under 18): _____ Date: _____