

BUILDING ENVIRONMENTAL SYSTEMS OPERATOR

We are currently accepting applications for the Building Environmental Systems Operator (BES) Bridge Training Program for Internationally Trained Professionals.

Application Deadline: Applications are being accepted & reviewed on an on-going basis. Spaces are limited, do not wait to apply!

Please review all eligibility criteria before submitting your application. For inquiries please contact **bridging@senecacollege.ca** or **(416) 491-5050 ext. 77337**.

ELIGIBILITY CRITERIA

To apply for Seneca's BES Bridge Training Program, applicants must meet the following minimum criteria:

1. Applicants are internationally trained individuals with a post-secondary degree or diploma.
2. Applicants are internationally trained Canadian Citizens, Permanent Residents, or Convention Refugees.
3. Canadian Language Benchmark (CLB) Assessment at Level 7 (preferred).

APPLICATION PROCESS

Email the following documents to **bridging@senecacollege.ca**:

- Letter of Interest
- Resume
- Proof of CLB Assessment
- Immigration Status documentation
- Copies of Academic Credentials (degrees, diplomas, and/or certificates)
- Copies of Credential Assessment (if available at the time of application)
- Completed Application Form (see following pages)

1. Letter of Interest:

Your letter of interest should be 1 page single spaced (maximum) and address the following questions:

- A. Why are you interested in the BES Program?
- B. What do you hope to gain from your participation in the BES Program?
- C. Why do you think you are a good candidate for the BES Program?

2. Resume:

Your resume must be detailed and updated (2 full pages is ideal, 3 pages maximum). It must be in a chronological format, beginning with your current or most recent employment. Please be sure to include the following:

- 1. All employment that you have held, whether in your field or not, with clear bullet point explanations of your responsibilities and accomplishments
- 2. All academic qualifications (exact names of degrees, certificates, diplomas, etc), including any education completed in Canada, with dates
- 3. Professional memberships, licenses, designations, etc
- 4. Any professional training or skills upgrading that you have completed in or outside of Canada including names of institutions and dates attended.

3. CLB Assessment:

You will need to provide proof of completion of a Canadian Language Benchmark Assessment at Level 7. CLB Assessments should be obtained within the last 12 months from the date of application to be valid. CLB Assessments accepted by the BES Program include the following:

- CLBA
- CLBPT
- ELTPA
- WLA

CLB Assessments are free for Permanent Residents, Convention Refugees and Canadian Citizens. For more information and to book an appointment, please contact the YMCA at (416) 925-5642 or visit the Centre for Canadian Language Benchmarks website for a list of Assessment Centres in Ontario.

4. Immigration Status:

You will be required to submit a copy of one of the following: Citizenship Card, Canadian Passport, Permanent Resident Card, or Proof of Refugee Status.

5. Copies of Academic Qualifications:

Please provide a proof of all of your academic credentials in your submission, (copies of any diplomas, degrees and/or certificates).

6. Academic Credentials:

If you are accepted into the program, you will be asked to provide credential assessment results from an approved credential assessment agency. For more information on approved credential assessment services, please visit the Canadian Information Centre for International Credentials website.

7. Completed Application Form: (see following pages).

Please answer every question in full to the best of your ability.

Important Information:

- Your application is not complete until all documentation has been submitted.
- Please do not issue original copies of documentation – photocopies are acceptable.
- Please complete each submission to the best of your ability as this is a competitive application process.

First Name:

Last Name:

Address:

Street

Unit #/Apt

City

Province

Postal Code

Telephone #: (Home)

(Cell)

Email:

Alternate Email:

Please answer **all questions and provide detail where required.**

Are you legally eligible to work in Canada? YES NO

What is your immigration status?

Permanent Resident

Canadian Citizen

Convention Refugee

What date did you arrive in Canada?

mm/dd/yyyy

What is your **primary** professional area of expertise or specialization?

If applicable, what are your other areas of expertise or specialization? Please rank in order from highest to lowest.

How many years of professional experience do you have in your field?

Have you ever worked in your professional field or a related field in Canada? Include seasonal work, part time, temporary, etc.

YES NO

If yes, please specify: (if you require more space, please attach on separate sheet of paper)

Name of the organization:

Employment Start Date:

End Date:

Job Title:

Brief description of your role and responsibilities:

Name of the organization:

Employment Start Date:

End Date:

Job Title:

Brief description of your role and responsibilities:

Are you currently or have you ever participated in any other bridging or employment program(s), job search workshop(s), resume and interview coaching workshop(s), etc?

YES NO

If yes, please specify: (if you require more space, please attach on separate sheet of paper)

Name of the organization:

Name of the program/course/workshop:

Date enrolled/attended:

to

Start Date

End Date

Name of the organization:

Name of the program/course/workshop:

Date enrolled/attended: _____ to _____
Start Date End Date

Do you have a current and valid Ontario driver's license? YES NO

If yes, please specify your class: G1 G2 G

Do you currently hold any professional Canadian licenses, certifications, or designations?

YES NO

If yes, please specify:

If no, do you plan to apply for any professional licenses, certifications or designations?

YES NO

If yes, please specify:

In the past year, what steps have you taken to gain employment in your field? Please be specific as to which strategies you have used, and how much time you spend on job searching:

How did you hear about Seneca's BES Certificate? Please be specific.

I, the undersigned, certify that the information in this application has been completed by myself, the applicant, and is true and complete, to the best of my knowledge.

First Name:

Last Name:

Date:

mm/dd/yyyy

Thank you for completing this application and for your interest in Seneca's BES Bridge Training Certificate Program.