



## **2012 CHFT Diversity Scholarship Application**

### **Deadline: Thursday, February 9, 2012**

CHFT recognizes that the strength of its membership is in the many cultures and identities represented within its co-ops. CHFT encourages applications from these diverse communities.

### **Our Goal**

The purpose of the CHFT Diversity Scholarship is to recognize people living in co-ops who are actively promoting diversity through work within their community. We want to help them with their post-secondary education by providing them with award money, credit counseling and employment services.

### **The Scholarships**

You could be eligible for scholarships in any of these different categories.

We will award scholarships to students graduating from high school and entering college or university. We also offer scholarships for students who are currently enrolled in college or university undergraduate program or are returning to college or university after a break to complete an undergraduate program.

There are other named scholarships awarded to those people who have shown exceptional leadership in their school and community or taken an active role in mentoring young people or demonstrated a commitment to social justice.

We will award two *Success Becomes You Scholarships*. This scholarship recognizes people who are determined to succeed at the post-secondary level or in a skilled trade and who did not have the opportunity to finish their schooling due to family, financial or other circumstances including being a sole support parent.

## Eligibility

Applicants must

- be living in a CHFT member co-op
- be planning to attend a publicly funded, Canadian community college or university or approved apprentice training program on a full-time basis in the 2012/2013 academic year
- have used their knowledge and understanding of diversity to make a positive contribution to their school and/or local community
- have a demonstrated financial need.

Please fill out the application clearly. Your essay should be word processed. Remember to gather all the required documents from their sources ahead of time. Before completing this application, please contact **Angela Calderone at 416 465-8688, extension 206 to make sure you are eligible.**

Here is how the scholarship is distributed if you are entering first year.

### **Four year program**

*First year \$2,000, second year \$1,000, third year 1,000, fourth year \$1,000*

### **Three year program**

*First year \$2,000, second year \$1,000, third year \$1,000*

### **Two year program**

*First year \$2,000, second year \$1,000*

Centennial College, George Brown College, Humber College, Ontario College of Art and Design, Ryerson University, Seneca College, University of Toronto and York University provide additional scholarship money to CHFT Diversity Scholarship winners. These scholarships average \$3,000 per student.

### **If you are already attending college or university -**

The scholarship is pro-rated for your undergraduate program. For example, someone part way through a program would be funded for the remaining years of that program.

Students will have to show us

- they are already registered full time
- a transcript showing passing marks for the program
- accounts with the college or university are up to date.



## Education

### In September 2012

(Please check off which year you will be in)

Will you be enrolled in college 1st\_\_\_ 2nd \_\_\_or 3rd year \_\_\_\_\_

Will you be enrolled in university 1st \_\_\_ 2nd \_\_\_ 3rd \_\_\_or 4th year \_\_\_

Apprentice program 1st\_\_\_ 2nd year\_\_\_

What is the name of the high school you are graduating or have graduated from

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In which year will you graduate or did you graduate?

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Post-secondary institution you plan to attend

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If you are already in a college or a university program,  
please provide your student number

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Was your education interrupted?

\_\_\_\_\_ Yes, for \_\_\_\_\_ years between high school and post-secondary

## **Part B**

### **Volunteer Activities**

**On a separate sheet of paper** please list the three most recent activities you participated in that promoted diversity.

Please include

- the name of the organization
- a detailed description of each activity
- your role and responsibilities
- the start and end dates and hours per week, for example,  
January 2011 - June 2011, 3 hours per week

### **Essay**

**On a separate piece of paper** please write a short essay (500 words and word processed) on the following subject. No handwritten essays will be accepted.

“What are the benefits of volunteering and promoting diversity within your communities?”

# Part C

## Financial Situation

Please fill in the chart below as accurately as possible. It should reflect any expenses and income sources for the upcoming year. Remember you are calculating for the entire year and not just the school year.

### Expenses

Housing	\$ _____
Travel (car, public transit)	\$ _____
Tuition and fees	\$ _____
Books and supplies	\$ _____
Personal expenses (personal care items, etc.)	\$ _____
Other (please specify)	\$ _____
<b>Total expenses</b>	<b>\$ _____</b>

### Income

Personal savings	\$ _____
Student loans or grants	\$ _____
Awards and bursaries	\$ _____
Family contribution	\$ _____
Employment income	\$ _____
Other (please specify)	\$ _____
<b>Total income</b>	<b>\$ _____</b>

## **Part D**

### **References**

Please provide two written reference letters. The letters should be no more than one page in length and single-spaced.

If you are graduating from high school, one letter must be from a teacher, guidance counselor or administrator from your school and on school letterhead.

If you are part way through your college or university program, one letter should be from an instructor or professor on letterhead.

If you are returning to school after an interruption, your letters could be from your co-op co-ordinator, or an employer.

Both letters should illustrate your character, community contributions and the likelihood of your future academic success.

## **Part E**

### **Resume and Transcript**

1. Please provide an up-to-date employment resume.
2. Please provide an up-to-date academic transcript.

# Part F

## Consent and Declaration

I certify that this application has been honestly and accurately completed. I understand that any false or incomplete information may cancel my application.

I, \_\_\_\_\_ agree that

1. Scholarship decisions may only be made by the Co-operative Housing Federation of Toronto and that those decisions are final.
2. Scholarship funds will only be granted to me if I am enrolled full-time in a publicly-funded Canadian college or university or approved apprentice training program for the upcoming academic year.
3. If I am successful my name and photograph will be published.
4. I will participate in CHFT functions if attendance is requested.

\_\_\_\_\_  
Applicant's name (please print)

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Parent/guardian's signature  
(If under 18 years old.)

\_\_\_\_\_  
Date

## Keep In Mind

Application deadline: **Thursday, February 9, 2012 at 4:00 P.M.**

You may be asked to come in for an interview a few weeks after the application deadline.

## **A Last Minute Checklist**

\_\_\_\_\_ I have filled out the application form completely.

\_\_\_\_\_ I have signed and dated the application.

\_\_\_\_\_ I have enclosed an up-to-date employment resume

\_\_\_\_\_ I have also enclosed an up-to-date academic transcript

\_\_\_\_\_ I have provided 2 reference letters, one from my school on letterhead.

\_\_\_\_\_ The application needs to be mailed in time for the deadline:

**Thursday, February 9, 2012 at 4:00 p.m.**

\_\_\_\_\_ Otherwise, I will come in person by:

**Thursday, February 9, 2012 at 4:00 p.m.**

Please remember, we will not process any incomplete, late or faxed applications.



### **Mailing Address**

658 Danforth Avenue, Suite 306

Toronto, Ontario

M4J 5B9

## Job Posting

### Part Time – Administrative Assistant

Newmarket Co-operative Homes Incorporated is a co-op comprised of 98 units in Newmarket. We are accepting applications for a permanent administrative assistant.

#### Responsibilities will include

- + Answer the maintenance/housing phones when staff is unavailable;
- + Input work orders and annual inspections on the computer;
- + Type up tenders;
- + Call for tenders or quotes when needed;
- + Photo copy work orders and manage member files;
- + General office duties for both housing and maintenance offices.

#### Qualifications:

- + High degree of self motivation;
- + Ability to work with volunteers and committees;
- + Positive attitude and a willingness to work within a diverse, multicultural, mixed income co-operative community;
- + Computer skills are essential.

Previous experience working in the co-operative housing sector is an asset

Salary: negotiable

Hours per week: 24

Application deadline: as soon as possible

Submit your resume to:

Personnel Committee  
65 Emerson Way  
Newmarket, Ontario L3Y 7M7

Fax (905-853-4633)

E Mail: [newmarketcoop@rogers.com](mailto:newmarketcoop@rogers.com)

We would like to thank all who apply but only those invited for an interview will be contacted. No calls please



Houselink Community Homes is a leader in the field of supportive housing and recovery for people living with Mental Illness. We have the following opening for individuals interested in joining our progressive workplace:

## **Maintenance Worker Permanent Full-time**

### **General Responsibilities:**

The Maintenance Worker is responsible for a variety of maintenance tasks and repairs at assigned buildings and for working with the Property Services team to provide services to tenants. This position is responsible for processing work order, unit turnover.

### **Skills and Abilities Required:**

- Demonstrated skill and experience in plumbing, carpentry, painting & dry-wall, electrical work and mechanical systems
- Good verbal and written communication skills and the ability to interact effectively with supervisor, team members and residents
- Knowledgeable of life safety systems, fire code, building code and Residential Tenancies Act; and Occupational Health & Safety Act
- Demonstrated organizational and administrative skills including ability to maintain records, schedule priorities and see work through to completion.
- Ability to perform lifting up to 50 pounds and to work outside as required
- Valid Driver's license and access to an appropriately insured car or van.

Salary starts at \$37,596 per annum, plus benefits

**For more information about this position, see the complete job description at:**

[www.houselink.on.ca/careers](http://www.houselink.on.ca/careers)

Please mail a cover letter and resume by February 10, 2012. Quoting File # MW224 to:  
Hiring Committee,  
Houselink Community Homes  
805 Bloor Street West  
Toronto, ON M6G 1L8

No phone calls please. Only those selected for an interview will be contacted.

*Applications are encouraged from psychiatric survivors, Aboriginal people, people with disabilities, people of colour, women, gays and lesbians.*

# February 2012

Call to register today! 416.266.0303

MON	TUE	WED	THU	FRI
	Resource Centre Drop In	1	2	3 Girls' Drop In
6	7	8	9	10 Computer Graduation Ceremony 4-5pm
13	14	15	16	17 Planning your Dream Job 3:30-5:30pm
20 Family Day! (OFFICE CLOSED)	21	22	23	24 Games Night 4-6pm
27	28	29 Job Search in the Food Service Sector 10am-noon		

**INTAKE & ONE-ON-ONE SUPPORT BY APPOINTMENT**

Resource Centre Drop In



Girls' Drop In



**Food Handling Workshop**  
9:30am-2:30pm

**Scheduled Events:**

**GRADUATION CEREMONY:**  
If you attended the Computer Training Workshop in January please join us to celebrate on Feb. 10<sup>th</sup>. Hope to see you there!

**FOOD HANDLING WORKSHOP:**  
Are you Interested in

working in the food service industry? Take your food handling certificate course at JUMP on Feb 21<sup>st</sup> and 22<sup>nd</sup> (participants must attend both days!)

**PLANNING YOUR DREAM JOB:** What do you want to be? Join us on Feb. 17<sup>th</sup> to discover what jobs best

suit your personality, and find out how to prepare for your dream job!

**GAMES NIGHT:** Joins us for a night of fun and games at the JUMP program on Feb. 24<sup>th</sup>. What games do you want to play? Make your suggestions on our Facebook page.

**JOB SEARCH IN THE FOOD SERVICE SECTOR:**  
Are you job search ready? Learn job search strategies and resume tips for the Food Service Sector on Feb. 29<sup>th</sup> at JUMP.



## YWCA JUMP SCARBOROUGH

**HOURS OF OPERATION:**

**MON, WED AND THURS 9-5PM  
TUES AND FRI 9-6PM**

### YWCA JUMP PROGRAM

*This program is designed for youth ages 13 and up and women who are new to Canada and want to learn about employment and settlement options.*

3090 Kingston Rd  
(at McCowan Rd), Suite 205  
Scarborough  
416.266.0303

**Program Requirements:**

- Women and Girls
- 13+ years of age
- Permanent Resident/ Landed Immigrant, Convention Refugee or Live-in Caregiver

# YWCA JUMP Scarborough



## Job Search in the Food Service Industry

**Wednesday February 29, 2012** | 10am-noon

3090 Kingston Rd., Suite 205  
Scarborough (at McCowan Rd.)

In this workshop you will:

- Focus on applying for jobs in the Food Service Industry
- Start or update your résumé geared to a restaurant or food service position
- Learn the best strategies for a successful job search
- Be given answers to your job search questions

**For more information, contact Nicole at 416.266.0303 ext. 24  
or by email at [nsutherland@ywcatoronto.org](mailto:nsutherland@ywcatoronto.org).**

**YWCA JUMP is an exciting program for girls and women 13+ years of age  
who are permanent residents/landed immigrants, convention refugees  
or live-in caregivers.**

Funded by:

Financé par :



A TURNING POINT  
FOR WOMEN



Citizenship and  
Immigration Canada

Citoyenneté et  
Immigration Canada



A TURNING POINT  
FOR WOMEN



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Immigration Canada

Citoyenneté et  
Immigration Canada



## YWCA JUMP Scarborough **Food Handler Certificate Program: 2 Day Training (Must attend both days)**

*Sign up for our free food handler's certificate program!*

**Wednesday February 22 & Thursday February 23, 2012**

9:30am-2:30pm (both days)

3090 Kingston Road at McCowan Road  
Suite 205, Scarborough

### **During the two day course you will:**

*Learn important information about food safety.*

*Learn how to prevent foodborne illnesses.*

*Prepare to work in the food or restaurant industry.*

*Take an exam (**Exam is through Ministry of Health and is valid for 5 years**).*

To register please call us at **416.266.0303**

Please bring your immigration or permanent resident document.

SPACES ARE LIMITED.

**YWCA JUMP** is an exciting program for women 13 years of age and older who are landed immigrants, convention refugees or live-in caregivers.



YWCA JUMP Scarborough

# Planning Your Dream Job

**Friday February 17, 2012** | 3:30-5:30pm

3090 Kingston Road at McCowan Road

Suite 205, Scarborough

- *Start your career planning today*
- *Discover what careers best suit your personality*
- *Find out how to prepare for your dream job*

To register, please call **416.266.0303**

Please bring your permanent resident card  
or immigration documentation.

SPACE IS LIMITED.

**YWCA JUMP** is an exciting program for girls and women 13 years of age and older who are landed immigrants or convention refugees.



**YWCA JUMP** is an exciting program for girls and women 13+ years of age and who are landed immigrants, convention refugees or live-in caregivers.

## YWCA JUMP Scarborough **Girl's Games Night**

**Friday February 24, 2012 | 4-6pm**  
3090 Kingston Road at McCowan Road  
Suite 205, Scarborough

- ★ *Play board games*
- ★ *Enjoy a safe and comfortable space to hang out with friends on a Friday night*
- ★ *Meet new people and have fun!*

**Great games, great times and great company!**

**To register please call us at 416.266.0303.**

SPACE IS LIMITED.