

# ADDITIONAL APPLICATION

## Continuing Studies, Health Sciences certificates

Please submit in addition to a UFV Application for Admission.

*Please print.*

### I. PROGRAM

Dental Office Receptionist

Nursing Unit Clerk

Part-time

or

Full-time

Preferred start date: \_\_\_\_\_

### II. PERSONAL INFORMATION

Last name (family name)	First name	UFV student number (if known) 
Email address(es)		Date of birth (YYYY, MMM, DD)
Phone number (with area code)	Alternate phone number (with area code)	

### III. EDUCATIONAL INFORMATION

Aside from the previous high school and/or post-secondary experience you have indicated on your *UFV Application for Admission*, please list any other education you have completed (i.e., workshops, seminars, trades, technical courses, etc.).

COURSES, etc.	INSTITUTION	YEAR COMPLETED

**IV.** Many organizations require students to be cleared by the RCMP before allowing them to perform duties. Therefore, for practicum purposes, are you willing to undergo an RCMP security check?

Yes       No

## V. WORK AND/OR VOLUNTEER EXPERIENCE

Attach additional sheet or resume if necessary. Be as comprehensive as possible. Include dates (month and year) and the number of hours per week. Include both program-related and other work experience. Please fill in all information requested.

**We may contact your supervisor(s)/referee(s) to discuss your activities.**

Name of agency/company		Job title	
Location		Name of supervisor	
Dates of employment <b>FROM:</b> _____ <b>TO:</b> _____			Hours per week

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Location		Name of supervisor	
Dates of employment <b>FROM:</b> _____ <b>TO:</b> _____			Hours per week

## VI. ENTRANCE REQUIREMENTS

Please submit the following with your application:

- Proof of high school graduation or equivalent
- 30 WPM typing speed
- Introductory computer course or equivalent experience (please describe equivalent experience)
- 500-word statement outlining your reasons for wanting to take the program and your understanding of the role of a nursing unit clerk/dental office receptionist
- CPT score of 48 or higher

**Note:** A successful interview with the instructor(s) is required for entrance to our programs.

<b>I certify that the information provided is correct.</b>	
Applicant's signature	Date