

Memorandum of Agreement

Between: Aboriginal Career Centre, University of Regina and Student.

Aboriginal Career Centre terms and conditions:

1. I understand that the Aboriginal Career Centre does not guarantee employment, but will assist me in obtaining it. I am also required to conduct my own job searches, submit applications, provide resume to Aboriginal Career Centre Coordinator, make recommended adjustments to my resume, and prepare for and attend job interviews.
2. The Aboriginal Career Centre has my permission to solicit positions on my behalf and to release my resume, cover letter, transcripts, and any other relevant application information to prospective employers.
3. The University, the Aboriginal Career Centre and my Faculty have my permission to release relevant information (including but not limited to academic and employment information) to both prospective and current employers. Employer information includes, but is not limited to, name, telephone number, e-mail address, and student number. Academic information includes GPA and academic action that changes the student's academic status (thus affecting Internship status).
4. While employed, I will represent the University and the Aboriginal Career Centre, so I will conduct myself professionally and will respect the policies and procedures of my employer and maintain confidentiality.
5. I give my current or prospective employer consent to release information to the Coordinator that is related to my employment (such as salary information, job title and duties) and information related to my job performance.
6. To participate in services offered by the Aboriginal Career Centre, I must maintain the minimum academic standard required by my Faculty and will advise the Coordinator immediately if I am in academic difficulty (e.g. failing classes) or expect to be subject to academic discipline.
7. I will respond promptly to all messages from the Coordinator and will notify the Coordinator of any changes in my work status and personal contact information.
8. If I choose to discontinue my involvement with the Aboriginal Career Centre, I will inform the Coordinator immediately.

I, _____, agree to the terms and conditions outlined above and understand that failure to follow one or any of these terms and conditions may result in being discontinued from services offered by the Aboriginal Career Centre.

Student Signature _____ Date _____

Office Use Only

Received by Sandy Pipko - Aboriginal Career Centre Coordinator _____

