

**PREAMBLE:** This agreement signifies that the student will be conducting their own job search.  
 Note: Students can still apply to co-op postings while doing their own job search.

I, the undersigned, agree to do my own job search in order to secure an approved Mount co-op position. I am aware that I need to comply with co-operative education regulations and must:

- Secure a position that is:
  - A minimum of 13 (usually 16) weeks in duration
  - Paid
  - At least 35 hours per week
  - Related to my field of study
- Supply the Co-op Office with a complete job description on company letterhead or from company email including:
  - Start and end dates
  - Salary
  - A guarantee of at least 35 hours per week
  - Job description
  - Complete contact information (including mailing address, email, and phone numbers) of the employer
- Allow for 2 working days for the proposed position to be approved by the Co-op Office.
- **Do not accept any proposed position until it has been approved by the Co-op Office.**

STUDENT NAME: \_\_\_\_\_ STUDENT NUMBER: \_\_\_\_\_

PROGRAM: \_\_\_\_\_  EMAILED "JOB SEARCH" PACKAGE

CO-OP TERM: \_\_\_\_\_  Summer  Fall  Winter

COMPANY/REGION: \_\_\_\_\_

COMMENTS/ACTION: \_\_\_\_\_

\_\_\_\_\_  
CO-OP COORDINATOR'S SIGNATURE

\_\_\_\_\_  
STUDENT'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

Copies distributed to: WHITE - Co-op



Departmental File

YELLOW - Student Copy