

Employee Information		Complete all fields
Current employment and the equivalent of a minimum of one year of full-time employment in a licensed early learning and child-care centre (infant, preschool or school age), licensed family child-care home or an approved alternate is required. If you have worked for more than one centre, provide multiple forms verifying your years of experience.		
Employee's last name:	First name:	
Type of employment:	<input type="checkbox"/> Infant <input type="checkbox"/> Pre-school <input type="checkbox"/> School age <input type="checkbox"/> Licensed family child-care home <input type="checkbox"/> Approved alternate	
<input type="checkbox"/> Current employee <input type="checkbox"/> Former employee	Average: Hours worked per day: _____ Days worked per week: _____	
Employment start date:	Employment end date (if former employee):	

Employer/Supervisor Information		Complete all fields
Supervisor's last name:	First name:	
Title:	Name of centre:	
Phone number:	Email:	
Address:	City and province:	
Postal code:	Fax number:	
Comments:		
I confirm the above information is true and correct.		
Supervisor's signature:	Date:	

Submission Deadline According to ECE Workplace Program Start Date	
<b>August Start Date</b> July 15	<b>January or February Start Date</b> December 1

How to Submit This Form	
<b>Upload through your Future Student account</b> <ul style="list-style-type: none"> <li>• Scan this form and save the file</li> <li>• Go to <a href="http://rrc.ca/apply">rrc.ca/apply</a> and log in</li> <li>• Click on your application, then Supplemental Items and Documents</li> <li>• Find the Volunteer/Work Experience Hours item; click Browse</li> <li>• Find the file you saved and double-click on it</li> <li>• Click Upload – the status should read Received</li> </ul>	<b>Fax</b> 204.697.4738  <b>Mail</b> ECE Program Admissions Officer RRC Polytech D105-2055 Notre Dame Ave. Winnipeg, MB R3H 0J9  <b>In-Person</b> Submit your completed form to one of the Student Service Centres listed below or your nearest <b>Regional Campus</b> .

## RRC Polytech - Student Service Centre

### Notre Dame Campus

D101-2055 Notre Dame Ave., Winnipeg, MB R3H 0J9  
P: 204.632.2327 | F: 204.697.0584

### Exchange District Campus

P104-160 Princess St., Winnipeg, MB R3B 1K9  
P: 204.632.2327 | F: 204.949.9105

### Regional Campuses

For Regional Campus contact info, please visit [rrc.ca/campuses](http://rrc.ca/campuses)

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