

Animal Care Aide Personal Profile Checklist

The personal profile is an account of our work and life experiences. It will help you identify activities where you have acquired learning relevant to the Certificate program you wish to enrol in. It will also help Continuing Education meet your training needs.

Below is a checklist to help you organize your work and life experiences. Begin by reflecting on your prior experiences including work, volunteer and other activities. See the definitions below to help you organize your experiences. Based on your reflection, **complete this information in your own handwriting on a separate sheet. Attach it to your application form.**

Name of Applicant: _____

1. **List experience**, relevant dates, location and tasks/duties for 'Related Employment' and 'Volunteer Experience' below:
 - a) Related Employment: (Include job title and name of employer)

 - b) Volunteer experience: (Include title and name of organization/service)

2. **List Relevant Education:** (Include dates, location)
 - a) Credit courses/programs:

 - b) Non-Credit courses/programs:

3. **Licenses and Awards:** (Include dates)

This is a list of activities to help you organize your experience:

- **Employment:** includes those activities for which you were paid, including military service.
- **Volunteer:** includes internships or apprenticeships without pay, community activities, political activities, church activities, elective offices held without pay, unpaid work in social agencies or schools.
- **Education:** includes academic programs, non-credited certificates or credentials, in-service training, workshops, clinics, conferences, correspondence courses, community education courses, professional development programs.
- **Licenses/Awards:** includes appreciation awards for community activities, awards of distinction for specialized training, licenses obtained through credentialing bodies, licenses to perform specialized tasks (e.g. class 4 drivers)