STUDENT SUMMER WORKS PROGRAM
EMPLOYER APPLICATION

Saskatchewan Ministry of Advanced Education, Employment and Immigration

Applications are to be submitted to your Regina Sask Sport, SaskCulture or SEIMA office. For contact information see: http://www.aeei.gov.sk.ca/ssw . Applications will be assessed against the program criteria and the availability of funds. Funding is provided by the Ministry of Advanced Education, Employment and Immigration.

EMPLOYER INFORMATION (Please Print)

Employer Name (Full Legal or Incorporated)			Information Services Corporation Corporate Registry Registration Number
Mailing Address Street/Apt # Street Name	City/Town	Province	Postal Code
Contact Person	Telephone Number	Fax Number	
Email Address:			

POSITION INFORMATION (Please Print – this information may be attached)

The student hired will work no less than 10 hours per week and no more than 40 hours per week with a minimum employment duration of 4 weeks in total.

Ensuring students with employment barriers can gain work experience to build their employment capacity is a key priority for this program. The SSW program will be focused on students with disabilities and Aboriginal students who continue to be under-represented in our growing workforce wherever possible.

Which of the following target groups will you recruit?

- ❑ Aboriginal student (First Nations, Métis, Inuit)
- ❑ Student with a disability
- ❑ None of the above, please explain: _____

_____

Job Title(s):	Number of Opportunities:

What is the anticipated start and end dates for the student(s) to be working this summer?

Start Date: _____ (Day / Month / Year) End Date: _____ (Day / Month / Year)

Will the student be working: ❑ full-time? ❑ part-time?

What does the employer hope to achieve by hiring a student? (Project Objectives):

Anticipated progress and benefits for the student (Targeted Outcomes):

Job description, selection process and services provided to the student (Key Deliverables):

BUDGET SUMMARY

Student(s) Salary	$
Student(s) Benefits	$
Total Cost to Employ the Student(s)	$
Amount Requested from SSW	$

SSW covers up to 75% of the student's wage and benefit costs to a maximum of $3,500 per full-time employee and $2,000 per part-time employee.

UNIONIZED WORKPLACES

Is the workplace covered by a Union Collective Agreement? ❑ Yes* ❑ No

Name of Union/Employee Association: _____

*If yes, written consent from the Collective Bargaining Agent is required.

EMPLOYER DECLARATION

I hereby declare and acknowledge that:

(1) The information provided in this application is complete, true and accurate.
(2) I have legal authority to apply on behalf of the above named business or organization.
(3) The employment will be a new job, represent new activities and have a minimum duration of 4 weeks.
(4) I confirm the student(s) that will be hired under this program will not reduce the hours, displace any full-time, part-time or seasonal employee(s).
(5) The student(s) hired will be legally entitled to work in Canada, at least 15 years of age and enrolled, at the time of employment, at a secondary or post-secondary school or institution. (15 year olds are required to obtain a Certificate of Completion from the Young Workers Readiness Certificate Course (YWRCC));
(6) I will ensure that the project is undertaken in accordance with all applicable federal and provincial labour and human rights legislation and standards.
(7) Canada Pension Plan, Employment Insurance Commission, Income Tax, and Workers' Compensation deductions and premiums shall be made in accordance with applicable legislation.
(8) I confirm that:
    a) student(s) that I hire under this program will be covered by Workers' Compensation; or
    b) as an employer exempt from Workers' Compensation Legislation, student(s) hired under this program will be covered by a Private Liability Insurance Package.
(9) I will receive 50% of funding when the completed Employer and Student Declaration Form is returned to the SSW provincial office.

_____	_____	_____	_____
Name (please print)	**Title**	**Signature**	**Day / Month / Year**