



SECTION 1: BUSINESS/APPLICANT PROFILE (To be completed by the Employer)

Employer/Company name _____

Address (number and street) _____ City, town or post office _____ Province _____

Postal code _____ Nearest major intersection _____

Contact name _____ E-mail address _____

Telephone number _____ FAX number _____ Federal Business number _____ Farm Registration number _____

Is your business currently/recently involved in lay-offs? Yes No Do you have Third Party Liability Coverage? Yes No Which type of workplace safety insurance do you have? WSIB Alternate workplace safety insurance coverage

Table with 5 columns: Type of sector, Type of business, Size of business, No. of Years in Business, Total number of jobs/positions for which you would like the \$2.00 hiring incentive.

Table with 8 columns: Number of positions, Job title and key tasks, NOC, Start dates, End dates, Number of weeks, Hours per week, Salary hourly rate (includes subsidy).

Would you like us to identify and refer candidates for you to interview for the above position(s)? Yes No

If Yes, please complete the section below and SECTION FOUR of this form

Other Job Requirements

car/ability to travel No Yes specify _____
driver's license No Yes specify _____
specific work attire No Yes specify _____
other No Yes specify _____

SECTION 2: HIRING INCENTIVE APPROVAL (To be completed by the Summer Jobs Service Deliverer)

Table with 5 columns: Record Identifier, Number of jobs/positions approved, Number of positions filled by agency, Total hours approved, Total hiring incentive amount.

Recommended by: _____ Date: _____ (DD/MM/YYYY)

Approved by: _____ Date: _____ (DD/MM/YYYY)

SECTION 3: TERMS AND CONDITIONS

The Employer:

1. will comply with applicable Guidelines;
2. will pay the Employee directly;
3. will provide the Employee with the same employment terms, conditions and benefits provided to the Employer's other employees at the Employee's job level;
4. will hire the participant(s) to work in Ontario and fill the position(s) approved on Page 1 of this document;
5. will ensure the Employee receives adequate supervision, regular and continuing instruction, and sufficient opportunity to learn the job duties including orientation/training in Workplace Health and Safety;
6. will submit claims for the hiring incentive as noted below, providing all necessary information in accordance with the instructions provided on the Summer Jobs Service Claim Form;
7. will submit all claims for the hiring incentive BEFORE October 15 of this year;
8. will keep accurate attendance records of the Employee, including days and hours worked;
9. will agree, that upon request from the Summer Jobs Service Deliverer, shall provide all documents and information related to the claim for Summer Jobs Service hiring incentive, and access to the premises where the job is located;
10. will inform the Deliverer immediately if the Employee is to be dismissed, or has quit before the end of this Agreement;
11. will ensure that no regular full-time or part-time employees are displaced in any way by the employment of the Employee;
12. will not be receiving government funding from any other sources for this placement;
13. will not hire his/her spouse, sibling, child as an Employee under this Agreement;
14. will make all legally required employer and employee contributions and deductions in respect of the Employee, including but not limited to CPP, EI, and federal tax;
15. will comply with all applicable employment-related provincial and federal employment statutes in respect of the Employee;
16. will maintain adequate Employee coverage under the Workplace Safety and Insurance Act or alternate workplace safety insurance coverage;
17. will maintain adequate third party liability coverage;
18. will ensure Employees hired under the Program meet the following eligibility requirements. This applies only when the Employee was independently selected and hired directly by the employer:
 - 15-24 years of age, up to 29 if a person with a disability
 - not currently employed by the Employer (Exception: student whose part-time job will be increased to full-time)
 - planning to return to school in the fall this year
 - eligible to work in Canada
 - not related to the Employer (for example: son, daughter, spouse, brother, sister).

The Summer Jobs Service Delivery Agency:

1. will confirm to the Employer the positions and hiring incentives approved in the Summer Jobs Service, as noted on Page 1, Section 2 of this form;
2. if the Employee WAS referred to the Employer through the Summer Jobs Service Delivery Agency, will ensure Employees hired under the Program meet the above eligibility requirements;
3. will monitor expenditures to ensure compliance;
4. will reimburse the Employer according to the schedule noted below, upon receipt of complete and accurate information from the Employer.

Employer reimbursement schedule:

Employer Declaration:

I am authorized to act on behalf of the Employer. The information provided on this form is complete and accurate and the Employer agrees to comply with the Terms and Conditions.

Employer's signature

Title

X

Summer Jobs Service Delivery Agency signature

Title

X

Printed name of Summer Jobs Service Delivery Agency

Date (dd/mm/yy)

SECTION 4: JOB INFORMATION

(For applicants to a MTCU SJS Delivery Agency, i.e. community college or youth employment counselling centre only)

Complete this page **ONLY** if you would like us to identify and refer candidates for you to interview for the position(s). Please complete a separate form for each **DIFFERENT** job you have available.

Job Title	Number of available jobs
-----------	--------------------------

Brief description of the job:

Days of work	Hours of work	Is shift work required?: Yes No specify _____ _____
--------------	---------------	---

Check days to work per week: M T W TH F S SUN

Is the job site accessible to public transportation? Yes No

Skills/interests/qualifications required to perform the job:

Other job requirements: