

## Student Career Skills Development Program Employers' Application Instructions – 2006

Please follow these instructions to ensure correct completion and quick processing of your application. Questions? Contact staff Monday—Friday: 8:30 am – 4:30 pm, Toll-free: 1-800-424-5418; Halifax area 424-6000; fax: (902) 424-0508; or e-mail: [sepinfo@gov.ns.ca](mailto:sepinfo@gov.ns.ca).

### A. Program objective

The Nova Scotia Office of Economic Development supports career skills-oriented positions for students attending post-secondary institutions full time in September 2006.

### B. Application deadline – Feb 17, 2006

The completed application, with required support documentation, must be **postmarked on or before February 17, 2006**. Using a courier or registered mail should ensure you meet this deadline.

### C. Program length

The program provides a wage rebate for a minimum of eight weeks to a maximum of 13.8 weeks of *continuous employment* beginning no sooner than May 23, 2006 and ending no later than August 25, 2006.

### D. Eligible employers – must comply with provincial legislation, and submit one of the following with your application:

- a *Society's Act Registration Number* – if you do not have this number, contact the Registry of Joint Stock Companies at [www.gov.ns.ca/snsmr/rjsc/contact.asp](http://www.gov.ns.ca/snsmr/rjsc/contact.asp)

or

- a *Canada Customs and Revenue Agency Charitable Number* – this can be found on your most recent T3010 annual return. If you do not have this number, contact their website at [www.ccra-adrc.gc.ca/tax/charities/list/chtysr-e.html](http://www.ccra-adrc.gc.ca/tax/charities/list/chtysr-e.html).

or

- other supporting documents (e.g. *Memorandum of Association, By-Laws, Incorporation Document*) that can be reviewed to determine your eligibility.

### E. Employee eligibility – full-time students in 2006

- Students being considered for employment must provide written proof to employers that they were full-time students during 2005-06 and are accepted to attend a post secondary institution full time in September 2006.

Full-time status means:

- 1) university – students must carry a course load equivalent to three university courses in one, or both, of the fall or winter terms
  - 2) community college and trade school – students must be enrolled to take a minimum of 20 hours weekly instruction for at least 22 weeks
- Students must be legally entitled to work in Canada and can prove they have resided in Nova Scotia for at least six months prior to the start of employment.
- Students can only be hired if they are not a family member of the project contact, chairperson of the applicant's board, applicant's staff, or spouse/partners.**

**Ineligible family** members also include the child, ward, spouse/partner, parent, sister, brother, grandparent, aunt, uncle, niece, nephew, or in-laws of any of the above persons.

**Funding** – a minimum of 28 to a maximum of 35 hours weekly

A wage rebate of \$5 per hour will be reimbursed based on the following:

- The work term provides continuous employment between 8 and 13.8 weeks.
- A funding advance to 60% of the total approved rebate will be considered upon request.

**F. Terms and conditions**

- The employer will pay the student at least the adult minimum wage of \$7.15 per hour as of April 1, 2006.
- The employer will pay 4% vacation pay.
- The employer is responsible for paying Employment Insurance, Canada Pension and accepts full responsibility for necessary Workers' Compensation coverage as defined by the Nova Scotia Labour Standards Code.
- The position must provide a meaningful career-related work experience.
- The position must not displace any existing staff.
- The position must not be partially funded by any other employment assistance program.

**H. Posting positions**

The employer is responsible for advertising the positions. The Office of Economic Development assists by publishing a job catalogue (website: [www.gov.ns.ca/econ/ses/](http://www.gov.ns.ca/econ/ses/)). The catalogue is distributed to Human Resource Skills Development Canada offices in Nova Scotia, Access Nova Scotia Centres, public libraries, schools, colleges and universities across Nova Scotia.

**Completing this application accurately speeds up the process.**

**A. Organization**

- 1. Organization/Registered Name:** Use the official registered name from your by-laws, memorandum of association, or other official document.
- 2. P.O. Box, Street Name, Town/Village:** Provide both the organization's mailing address and civic (street) address.
- 3. Main Organization Phone #:** Provide a number that is answered between 8:30 am - 4:30 pm, Monday to Friday. If your organization does not have a telephone number, please ensure that the contact person has a voice messaging system.
- 4. Main Organization Fax #:** Provide a fax number where we can communicate with the contact person on a daily basis, if necessary.

**B. Contact**

- 5. Contact Person Name:** Ensure that the contact person is the Project Co-ordinator and is authorized to make decisions on matters pertaining to the project.
- 6. Contact Phone:** Make sure the Contact Person can be contacted between 8:30 a.m. and 4:30 p.m., Monday to Friday.
- 7. Contact Fax:** If different from the main organization fax number
- 8. Contact E-mail:** A contact person must have an e-mail address where they can be reached between 8:30 a.m. and 4:30 p.m., Monday to Friday.

**C. Division/Department, if applying from a large organization:**

- 9. Division/Department Name:** If your organization has separate divisions or departments clearly identify the one applying for the position. If more than one section is applying, each must complete a separate application.
- 10. Division/Department Address:** Please specify address specific to the division.
- 11. Division/Department Telephone #:** In addition to the phone number of the project contact

person (#6 on application), please include your organization's main phone number for back-up for the contact person.

- 12. Division/Department Fax Number:** Ensure that the direct Fax Number, necessary to communicate quickly with the Division/Department Contact Person, is included, along with the Organization's main Fax Number for back-up.
- D. Eligibility Criteria:** This program supports specific types of not-for-profit organizations. Your organization must be registered under item 13, 14 or 15 below. We will verify your status with the name entered in section A1. If the name is not identical, or is non-compliant with legislation requirements, your application will not be considered.
- 13. Society's Act Number** - under the *Societies Act* and hold an active registration number issued by the Nova Scotia Registry of Joint Stock Companies.
- 14. Or, Canada Customs and Revenue Agency Charitable** number. You may be asked to provide a copy of your most recent CCRA T3010 or By-Laws or Memorandum of Association or other legal document of incorporation, in order that we can review those sections pertaining to the distribution of assets of the organization, if required.
- 15. Or, Other:** Other not-for-profit organizations, including some co-operatives, may qualify under this program. To have your organization's status confirmed, please include legal documentation in your application package that clearly confirms that assets, upon closure of your operation, will be distributed to other charities.
- 16. Position Title:** Select a position title from the list below, or write a short, specific title under 'Other', that more clearly describes the nature of the work to be performed.

Accountant	Bookkeeper	Guide, Interpretive
Activity Worker	Clerk, Retail	Guide, Tour
Actor	Coach	Instructor
Administrative Assistant	Computer Operator	Intern
Administrator	Computer Assistant	Intern, Day Care
Aide, Case	Computer Instructor	Intern, Special Needs
Aide, Dietary	Coordinator, Festival	Lifeguard
Aide, Recreation	Coordinator, Fundraising	Manager
Analyst	Coordinator, Marketing	Musician
Animator, historical	Coordinator, Public Relations	Painter (Culture)
Artist	Coordinator, Recreation	Personal Care Worker
Assistant	Coordinator, Sales	Program Analyst
Assistant, Architectural	Coordinator, Special Events	Researcher
Assistant, Daycare	Counsellor, Camp	Researcher, Business
Assistant, Engineering	Counsellor, Residential	Researcher, Historical
Assistant, Library	Counsellor, Youth	Researcher, Science
Assistant, Museum	Designer	Stage Crew Member
Assistant, Office	Director	Supervisor
Assistant, Pastor's	Editor	Surveyor
Assistant, Production	Facilitator	Technician
Assistant, Research	Field Worker, Social Services	Web Page Developer Other: _____

- 17. Start Date:** Insert the date you prefer the student to start work.
- 18. End Date:** Insert the date you prefer the student to stop work.
- 19. Hours per Week:** Specify the number of hours per week the student will be expected to work which cannot average less than 28 hours, or more than 35 hours, per week.
- 20. Hourly Wage:** Specify the wage your organization will pay the student. It must be at least Nova Scotia's adult minimum wage. Wages specified do not include vacation pay.  
**Frequency of Pay** - please circle the appropriate frequency of how often your student will receive a pay cheque. We encourage employers to pay their students every two weeks but at the very most; monthly.
- 21. Number of Employees Required for this Position:** You may apply for more than one position with the same position title and responsibilities. Specify the exact number of like positions. If the work location is different, a separate application is required.

22. **Work Location:** Specify the work site, if it differs from the organization's street address. We consider the geographic distribution of positions and need you to specify the community where the actual job will be located. (For example: Hubbards not HRM).
23. **County:** Identify the county where the job will be located. (For example: Victoria).
24. **Required Qualifications- Licence, Certificate, Previous Experience or Skill:** Identify the minimum qualifications required. These will be listed in the job catalogue to help students determine if they meet the requirements to be considered.

Sample Listing: The more specific you can be, in this small space, the easier it is for students, to determine if they are qualified for a position.

<b>Project #:</b>	<b>2006 - 630522/20</b>
<b>Position:</b>	<b>1 Assistant Program Director for 12 weeks @ \$8.50/hr</b>
	<b>Requirements: organized/computer/planning/instructor/ Level 11 CCP</b>
<b>Location:</b>	<b>Sandy Beach</b>
<b>Employer:</b>	<b>Ocean Recreation Club</b>
	<b>PO Box 123, 13 Sandy Point Road, Sable Island, HRM, N.S. B0B OXO</b>
<b>Contact:</b>	<b>Graham Crackers (The 'Contact Person' on this 'Application Form')</b>
	<b>(902) 000-1111 (Contact Person's Tel. #) Email: gcrackers@ponyplace.ca</b>

25. **Position Functions:** From the list provided on the application choose, and circle, **no less than four and no more than ten**, of the most important functions that the student will be responsible for in this position. Next, print them in the space provided below the list. Then, in the space to the right of the Position Function, describe, in percentage terms, the amount of time during an average week that this function will be performed. **Only functions chosen from the list can be accepted for the purpose of database evaluation.**
26. **Overall Responsibility:** Provide a sentence or two to describe the overall responsibilities the student is expected to handle in this position.
27. **Key Areas of Responsibility:** List the duties and tasks for which the student will be responsible. These must be specific, concrete duties and should reflect your organization's expectations, and they should be measurable in terms of anticipated, clear results.
28. **Purpose of your Organization:** Explain the mandate of your organization and its current impact/benefit to your community. ( Example: 'We are a resource centre providing homeless youth with advice, support and medical attention. We co-ordinate our efforts with... Last year, our major achievements were... Our goals this year include.....')
29. **Statement of Accuracy of Information:** Before you sign the application, please review all sections to ensure that you have provided all of the necessary information needed to process your application. \* If information is missing or incomplete, your application will be rejected.

**Questions? Contact staff Monday—Friday: 8:30 am – 4:30 pm,  
Toll-free: 1-800-424-5418; Halifax area 424-6000; fax: (902) 424-0508;  
or e-mail: sepinfo@gov.ns.ca**

# STUDENT CAREER SKILLS DEVELOPMENT PROGRAM

## 2006

### Project Application

Please Make a Copy for Your File for Future Reference

<p><b>DEADLINE: February 17, 2006</b></p> <p><i>Applications must be postmarked NOT later than February 17, 2006. We recommend using Canada Post courier or registered mail. Faxed copies cannot be accepted.</i></p> <p><b>ALL SECTIONS OF THIS FORM MUST BE COMPLETED PRIOR TO SUBMISSION</b></p>	<b>FOR OFFICE USE ONLY</b>	
	File Number 2006	
	Grade	
	Entered By	

#### A. ORGANIZATION

1. Organization/Registered Name (Please print/type)		
2. P.O. Box, Street Name, Town/Village		
County (e.g. Queens, Pictou, Inverness, etc)	Province	Postal Code       -
3. Main Organization Phone #   (902)       -	4. Main Organization Fax #   (902)       -	

#### B. CONTACT

5. Contact Person Name (please print/type)	Title <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss <input type="checkbox"/> Other
6. Contact Phone   (902)       -	7. Contact Fax   (902)       -
8. Contact E-Mail	

#### C. DIVISION/DEPARTMENT (if applicable)

9. Division/Department Name		
10. P.O. Box, Street Name, Town/Village (if different from organization)		
Province	County (e.g. Lunenburg, Hants, Colchester, etc)	Postal Code       -
11. Division/Department Phone #   (902)       -	12. Division/Department Fax #   (902)       -	

#### D. ELIGIBILITY CRITERIA (Provide either 1 or 2)

13. Society's Act Number (Active) 	14. Canada Customs Revenue Agency Registered Charities Number                                 RR
15. Other: If your organization does not have either of the above designations, official documentation which clearly explains that your organization's assets would not be distributed to members upon dissolution must be submitted.	
Document Attached <input type="checkbox"/> Yes <input type="checkbox"/> No	

Project application continued on next page - Must be completed

**E. POSITION INFORMATION (Separate sheet must be completed for each different position title and/or location)**

<b>16. Position Title ( Choose one title from list in guidelines)</b>						
<b>17. Start Date</b>	<b>18. End Date</b>	<b>19. Hours per Week</b>	<b>20. Hourly Wage</b> <i>(vacation pay not included)</i>		<b>21. Number of employees requested for this position:</b> <input style="width: 40px; height: 20px;" type="text"/>	
			<b>Pay Frequency</b> <i>(please circle appropriate frequency)</i>			
			Weekly	Bi-Weekly		Monthly
<b>22. Work Location (State only one town, community)</b>			<b>23. County (State only one: e.g. Digby, Victoria, Halifax)</b>			
<b>24. Required Qualifications –License, Certificate, Previous Experience, or Skill (Write in this space)</b>						
<b>25. Position Functions</b>						
Accounting Advising Analysing Auditing Bookkeeping/Payroll Budgeting Cartography Child Care Computer Use Construction Administration Coordinating Counselling Curriculum Development Customer Service Data Collection Database Software Use Designing Drafting		Evaluating Equipment Maintenance Fundraising GIS Use Horticultural Inspecting Interpreting IT Design/Development Lab Work Marketing/Sales/Public Relations Office Assistant Oral Presentation Organizing Performing (acting/music) Program Administration Program Development Program Management Recreation		Recycling/Conservation Report Writing Research Restoration, Artifact Silviculture Statistical Analysis Summarizing Supervising Survey/Testing Taping/Filming Therapy, Occupational Therapy, Physical Therapy, Speech/Language Translation Tutoring Work with Elderly Work with Mentally/Physically Challenged Work with Youth/Child		

From the above list choose no less than 4 and no more than 10 position functions which best describe how the employee will spend his/her time and write them in below. Next, indicate in the space beside the function the approximate percentage of time each function will require. (One day = 20% of a 5 day week). **ONLY FUNCTIONS FROM THE ABOVE LIST WILL BE ACCEPTED.**

Position Functions	% of average week
<b>1.</b>	
<b>2.</b>	
<b>3.</b>	
<b>4.</b>	
<b>5.</b>	
<b>6.</b>	
<b>7.</b>	
<b>8.</b>	
<b>9.</b>	
<b>10.</b>	

**Project application continued on next page - Must be completed**

**26. OVERALL RESPONSIBILITY:** (Example - Responsible for the coordination of program activities for up to 100 children (6-11 years of age) participating in a community day camp) **WRITE IN THIS SPACE.**

**27. KEY AREAS OF RESPONSIBILITY:** (Example - (1) Develop a theme-based program for six, week long day camps; (2) Coordinate the efforts of parent volunteers who assist with the program; (3) Ensure that all relevant safety precautions are in place; (4) Supervise the Assistant Coordinator; (5) Prepare a full report at the end of each week; (6) Operate within the program budget provided and account for all expenditures in the approved manner.) **WRITE IN THIS SPACE.**

- 1.
- 2.
- 3.
- 4.
- 5.

**28. Briefly describe in this space the purpose of your organization. WRITE IN THIS SPACE.**

**29. I believe that all information provided is correct to the best of my knowledge and I agree to comply with all program deadlines and information provisions should the project be approved. I acknowledge and accept that should all required sections not be complete and applicable attachments included at time of submission, this application may be rejected.**

Signature of Contact

Date Signed

**RETURN THIS APPLICATION WITH AN ORIGINAL SIGNATURE. REMEMBER TO INCLUDE ALL NECESSARY ATTACHMENTS.**

Student Career Skills Development Program  
NS Office of Economic Development  
P.O. Box 2311  
Halifax, NS B3J 3C8

Courier Address:  
11<sup>th</sup> Floor, South Tower, Maritime Centre  
1505 Barrington St.  
Halifax, NS B3J 3K5

**PHONE: 1-800-424-5418 (Toll Free)**  
**Within Halifax Metro: (902) 424-6000**  
**Email: [SEPINFO@gov.ns.ca](mailto:SEPINFO@gov.ns.ca)**