



Canadian
Heritage

Patrimoine
canadien



Internal Use Only
Date received
Fiscal Year
Employer Code

EMPLOYER APPLICATION FORM

Deadlines: Summer Jobs - February 18, 2006

Internships & Languages at Work – Check with your Delivery Organizations

- ✓ **Read** the Employer Guide¹ and the Terms and Conditions of Contract corresponding to each program.
- ✓ **Choose** your program(s):
Summer Work for students or Internships for graduates in Canada or abroad
- ✓ **Complete** the portion(s) applicable to your request:
 - Section 1: Employer Profile
 - Section 2: Student Summer Jobs
 - Section 3: Graduate Internships in Canada
 - Section 4: International Graduate Internships
 - Section 5: Confirmation and Signature
- ✓ **Send** your application form to the appropriate delivery organization.

www.youngcanadaworks.gc.ca

¹The Young Canada Works program (YCW) in National Parks and National Historic Sites' application form is available upon request at the e-mail address: information@pc.gc.ca

We are requesting funding for:

Note: If you are applying to more than one program, please send a copy of your application to each appropriate delivery organization (see section 6).

Student summer job programs	Graduate internship programs
<input type="checkbox"/> YCW for Aboriginal Urban Youth For Aboriginal Friendship Centres <u>only</u> . Please complete sections 1, 2 and 5.	
<input type="checkbox"/> YCW in Heritage Organizations For libraries, archives, museums and related organizations. Please complete sections 1, 2 and 5.	YCW at Building Careers in Heritage <input type="checkbox"/> In Canada Please complete sections 1, 3 and 5. <input type="checkbox"/> International Please complete sections 1, 4 and 5.
<input type="checkbox"/> YCW in Both Official Languages (and Languages at Work) Please complete sections 1, 2 and 5.	YCW at Building Careers in English and French <input type="checkbox"/> International Please complete sections 1, 4 and 5

You found out about Young Canada Works through:

- | | | |
|---|---|---|
| <input type="checkbox"/> Aboriginal Friendship Centre | <input type="checkbox"/> Internet | <input type="checkbox"/> Radio |
| <input type="checkbox"/> Delivery organization | <input type="checkbox"/> Magazine | <input type="checkbox"/> Television |
| <input type="checkbox"/> Educational institution | <input type="checkbox"/> Newspaper | <input type="checkbox"/> Word-of-mouth |
| <input type="checkbox"/> Employment centre | <input type="checkbox"/> Poster | <input type="checkbox"/> "Youth Link" publication |
| <input type="checkbox"/> Flyer | <input type="checkbox"/> Professional association | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Government enquiry centre (1-800 Line) | | |

Section 1: Employer Profile

1.1 Legal name of organization			
1.2 Address			
City/Town/Village	Province/Territory	Postal code	Country: CANADA
Telephone (ext.)		Fax	
E-mail		URL/Internet address	

1.3 Year founded: _____

1.4 Type of organization: Private Public Non-profit

1.5 Is your organization registered with the Canada Revenue Agency as a charitable organization? Yes No

1.6 Federal business number (payroll or GST number). Please fill in all spaces.

										-							
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1.7 Number of employees:
 Volunteers only 1-5 6-10 11-15 16-50 51 or more

1.8 Main activity sector (check only one):

- | | | |
|---|---|---|
| <input type="checkbox"/> Aboriginal cultural heritage | <input type="checkbox"/> Libraries – University | <input type="checkbox"/> Public Administration/ Finance |
| <input type="checkbox"/> Agriculture | <input type="checkbox"/> Literary Arts | <input type="checkbox"/> Public Archives |
| <input type="checkbox"/> Arts and education | <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Recreation |
| <input type="checkbox"/> Broadcasting | <input type="checkbox"/> Marketing / sales | <input type="checkbox"/> Research and development |
| <input type="checkbox"/> Communication | <input type="checkbox"/> Municipality | <input type="checkbox"/> Science and technology |
| <input type="checkbox"/> Community development | <input type="checkbox"/> Museum or related organization | <input type="checkbox"/> Sound recordings |
| <input type="checkbox"/> Educational institution | <input type="checkbox"/> Multiculturalism | <input type="checkbox"/> Sport |
| <input type="checkbox"/> Film and video | <input type="checkbox"/> Multidisciplinary activities | <input type="checkbox"/> Trades |
| <input type="checkbox"/> Health and social services | <input type="checkbox"/> National/Provincial Parks | <input type="checkbox"/> Tourism |
| <input type="checkbox"/> Historic site or building | <input type="checkbox"/> Natural resources development | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Information Technology | <input type="checkbox"/> Performing Arts | <input type="checkbox"/> Visual arts and crafts |
| <input type="checkbox"/> Language industry | <input type="checkbox"/> Professional Services | <input type="checkbox"/> Other (please specify): _____ |
| <input type="checkbox"/> Libraries – National | | |
| <input type="checkbox"/> Libraries – Public | | |
| <input type="checkbox"/> Libraries – School | | |

1.9 Head of organization and person authorized to sign this application:

Mr. Ms. Mrs. Other: _____

Name: _____ Title: _____

1.10 Contact person (if different from section 1.9)

Note: Contact person will receive all paper and electronic communications.

<input type="checkbox"/> Mr. <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Other: _____		Title	
Street address <input type="checkbox"/> Check if same as organization (See 1.2)			
City/Town/Village	Province/Territory	Postal code	Country: CANADA
Telephone (ext.)		Fax	
E-mail		URL/Internet address	

1.11 In which official language would you prefer to receive your correspondence?

English French

Section 2: Student Summer Jobs

2.1 Please select one of the following programs:

- YCW for Aboriginal Urban Youth (for Aboriginal Friendship Centres only)
- YCW in Heritage Organizations
- YCW in Both Official Languages (includes Languages at Work)

2.2 Summer Job(s) Summary

Note: Make a copy of this page and complete it FOR EACH DELIVERY ORGANIZATION or if you need more space.

Number of Positions	Title of Job(s) (You may request more than one position with the same title)	Location of Job(s) Ville/Village Province/Territoire	Duration of Job(s) ___ weeks ___ hr/week	Language(s) Required	Driver's License Required
				English French <input type="checkbox"/> basic <input type="checkbox"/> <input type="checkbox"/> intermediate <input type="checkbox"/> <input type="checkbox"/> advanced <input type="checkbox"/> <input type="checkbox"/> fluent <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
				English French <input type="checkbox"/> basic <input type="checkbox"/> <input type="checkbox"/> intermediate <input type="checkbox"/> <input type="checkbox"/> advanced <input type="checkbox"/> <input type="checkbox"/> fluent <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
				English French <input type="checkbox"/> basic <input type="checkbox"/> <input type="checkbox"/> intermediate <input type="checkbox"/> <input type="checkbox"/> advanced <input type="checkbox"/> <input type="checkbox"/> fluent <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No

2.3 My organization is interested in hiring young Canadians from other parts of the country.
 Yes No

2.4 Description - Summer Job(s)

The following is mandatory additional information you must enclose with your request for each job. Please refer to Appendix A on page 13 for detailed descriptions and the YCW website for examples:

Document sections:

- a) General information
 - b) Project and job objectives, description of tasks and work plan
 - c) Employability skills
 - d) Candidate profile
 - e) Orientation and supervision
 - f) Characteristics of the city or region where the student will work (optional)
- Suggested length: 3 pages in total

NOTE: Appendix B contains links to the Federal and Provincial/Territorial Labour Standards that may help in completing this application.

2.5 Budget - Summer job(s)	Job 1	Job 2	Job 3	TOTAL
1. Job title				
2. Number of positions per job title You can request funding for many "positions" under the same job title. Each position represents one employee.	+	+	+	=

I. Duration of employment per position

3. Start date of employment			
4. End date of employment			
5. Number of days paid for the project (including statutory holidays)			
6. Number of statutory holidays paid but not worked			
7. Total number of days worked [Line 5 - Line 6]			

II. Salary per position

8. Number of hours worked per day			
9. Hourly wage (not including benefits)	\$	\$	\$
10. Total daily salary [Line 8 x Line 9]	\$	\$	\$
11. Total salary for each position [Line 7 x Line 10]	\$	\$	\$

III. Employer mandatory costs per position

12. Percentage of salary e.g. EI, CPP benefits, statutory holidays, vacation pay, etc.	%	%	%
13. Total mandatory costs [Line 11 x Line 12]	\$	\$	\$
14. Total salary commitment [Line 11 + Line 13]	\$	\$	\$

IV. YCW contribution for each position requested

15. Percentage of YCW contribution requested	%	%	%
16. Total YCW financial contribution requested [Line 14 x Line 15]	\$	\$	\$
17. Total financial contribution from employer	\$	\$	\$

V. Total YCW contribution requested, for all positions

18. Total salary cost [Line 2 x Line 14]	\$	\$	\$	\$
19. Total financial contribution from YCW [Line 2 x Line 16]	\$	\$	\$	\$
20. Total financial contribution in cash from employer only [Line 2 x Line 17]	\$	\$	\$	\$

VI. Other contribution(s) (in-kind) from the employer for all positions

	Total hours	Total hours	Total hours	Total
21. Provide total hours of orientation training and direct supervision during employment period, and an estimated dollar value.	Approx. value \$	Approx. value \$	Approx. value \$	\$
22. Other significant in-kind contributions related to each job. Provide an estimated dollar value for each contribution. Please specify for each job (e.g. specialized equipment, uniforms, etc.).	Total \$	Total \$	Total \$	\$

VII Other sources of funding (in cash and in-kind) for all positions

23. Other Federal Departments	\$	\$	\$	= \$
24. Provincial / Territorial	\$	\$	\$	= \$
25. Municipal	\$	\$	\$	= \$
26. Other sources (specify)	\$	\$	\$	= \$

VIII Total cost of job for all positions

27. Add lines 19 to 26.	\$	\$	\$	= \$
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Section 3: Graduate Internships in Canada (YCW at Building Careers in Heritage)

3.1 Summary – Internship(s) in Canada

Note: Make a copy of this page and complete it FOR EACH DELIVERY ORGANIZATION or if you need more space.

Number of Positions	Title of Internship(s) (You may request more than one position with the same title)	Location of Internship(s) City/Town Province/Territory	Duration of Internship(s) ___ weeks ___ hr/week	Language(s) Required	Driver's Licence Required	
				English <input type="checkbox"/> basic <input type="checkbox"/> intermediate <input type="checkbox"/> advanced <input type="checkbox"/> fluent	French <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
				English <input type="checkbox"/> basic <input type="checkbox"/> intermediate <input type="checkbox"/> advanced <input type="checkbox"/> fluent	French <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
				English <input type="checkbox"/> basic <input type="checkbox"/> intermediate <input type="checkbox"/> advanced <input type="checkbox"/> fluent	French <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No

3.2 My organization is interested in hiring young Canadians from other parts of the country.
 Yes No

3.3 Description - Internship(s) in Canada

The following is mandatory additional information you must enclose with your request for each internship. Please refer to Appendix A on page 13 for detailed descriptions and the YCW website for examples:

Document sections:

- a) General information (¼ page)
- b) Project and internship objectives, description of tasks and work plan (2 pages)
- c) Employability skills (½ page)
- d) Candidate profile (½ page)
- e) Orientation and supervision (1 page)
- f) Characteristics of city or region where the intern will work (optional) (½ page)
- g) Post-project (1 page)
- h) Mission and mandate of host organization (if applicable) (½ page)

3.4 Budget - Internship(s) in Canada

If you are requesting two or more interns, please photocopy and complete this page for each intern.

NOTE: Appendix B contains links to the Federal and Provincial/Territorial Labour Standards that may help in completing this application.

Internship Title:								
Internship costs	Details, if applicable	Employer contribution		Host organization contribution (in Canada)		Subtotal	YCW contribution requested (see Guide)	Total
		in cash	in-kind	in cash	in-kind			

ADMINISTRATION

Orientation and supervision (Please see table below for calculations)		\$	\$	\$	\$	\$	\$	\$
Office space		\$	\$	\$	\$	\$	\$	\$
Supplies		\$	\$	\$	\$	\$	\$	\$
Communications		\$	\$	\$	\$	\$	\$	\$
Recruitment		\$	\$	\$	\$	\$	\$	\$
Staff travel		\$	\$	\$	\$	\$	\$	\$
Other (specify)		\$	\$	\$	\$	\$	\$	\$
Sub-Total		\$	\$	\$	\$	\$	\$	\$

INTERN

Briefing and de-briefing		\$	\$	\$	\$	\$	\$	\$
Intern allowance __ weeks X __ hr/week X __ \$/hr =		\$	\$	\$	\$	\$	\$	\$
Mandatory employer costs (see Terms & Conditions)		\$	\$	\$	\$	\$	\$	\$
Accommodation		\$	\$	\$	\$	\$	\$	\$
Language upgrading		\$	\$	\$	\$	\$	\$	\$
Intern domestic travel		\$	\$	\$	\$	\$	\$	\$
Intern insurance		\$	\$	\$	\$	\$	\$	\$
Job search support		\$	\$	\$	\$	\$	\$	\$
Other (specify)		\$	\$	\$	\$	\$	\$	\$
Sub-total		\$	\$	\$	\$	\$	\$	\$

Total cost of internship		\$	\$	\$	\$	\$	\$	\$
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Number of hours of supervision / orientation

Please input these totals in the "Orientation and Supervision" row above.

Employer Direct supervision: ___ hours = approximate value \$ _____ + Orientation/other: ___ hours = approximate value \$ _____ = TOTAL \$ _____	Host organization Direct supervision: ___ hours = approximate value \$ _____ + Orientation/other: ___ hours = approximate value \$ _____ = TOTAL \$ _____
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Section 4: International Graduate Internships

- 4.1 Please select one of the following programs:
 YCW at Building Careers in Heritage
 YCW at Building Careers in English and French

- 4.2 Summary - International internship(s)
Note: Make a copy of this page and complete it FOR EACH DELIVERY ORGANIZATION or if you need more space.

Number of Positions	Title of Internship(s) (You may request more than one position with the same title)	Location of Internship(s) City/Town Province/Territory	Duration of Internship(s)	Language(s) Required	Driver's Licence Required	
		In Canada:	In Canada: ___ weeks ___ hr/week	English <input type="checkbox"/> basic <input type="checkbox"/> intermediate <input type="checkbox"/> advanced <input type="checkbox"/> fluent	French <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Abroad:	Abroad: ___ weeks ___ hr/week			
		In Canada:	In Canada: ___ weeks ___ hr/week	English <input type="checkbox"/> basic <input type="checkbox"/> intermediate <input type="checkbox"/> advanced <input type="checkbox"/> fluent	French <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Abroad:	Abroad: ___ weeks ___ hr/week			
		In Canada:	In Canada: ___ weeks ___ hr/week	English <input type="checkbox"/> basic <input type="checkbox"/> intermediate <input type="checkbox"/> advanced <input type="checkbox"/> fluent	French <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Abroad:	Abroad: ___ weeks ___ hr/week			

- 4.3 My organization is interested in hiring young Canadians from other parts of the country.
 Yes No

- 4.4 Location of international employment:
- | | | | |
|---|---|--|---|
| <input type="checkbox"/> Africa South of the Sahara | <input type="checkbox"/> Central Asia | <input type="checkbox"/> North Africa | <input type="checkbox"/> South Asia |
| <input type="checkbox"/> Antarctica | <input type="checkbox"/> East Asia | <input type="checkbox"/> North America | <input type="checkbox"/> Southeast Asia |
| <input type="checkbox"/> Caribbean | <input type="checkbox"/> Eastern Europe | <input type="checkbox"/> Oceania | <input type="checkbox"/> Western Europe |
| <input type="checkbox"/> Central America | <input type="checkbox"/> Middle East | <input type="checkbox"/> South America | |

- 4.5 Description - International internship(s)
 The following is mandatory additional information you must enclose with your request for each job. Please refer to Appendix A on page 13 for detailed descriptions and the YCW website for examples:

Document sections:

- a) General information (¼ page)
- b) Project and internship objectives, description of tasks and work plan (2 pages)
- c) Employability skills (½ page)
- d) Candidate profile (½ page)
- e) Orientation and supervision (1 page)
- f) Characteristics of city or region where the intern will work (optional) (½ page)
- g) Post-project (1 page)
- h) Mission and mandate of host organization (if applicable) (½ page)

4.6 Budget - International internship(s)

If you are requesting two or more interns, please photocopy and complete this page for each intern.

NOTE: Appendix B contains links to the Federal and Provincial/Territorial Labour Standards that may help in completing this application.

Internship Title:								
Internship costs	Details, if applicable	Employer contribution		Host organization contribution (in Canada)		Subtotal	YCW contribution requested (see Guide)	Total
		in cash	in-kind	in cash	in-kind			

ADMINISTRATION								
Orientation and supervision (Please see table below for calculations)		\$	\$	\$	\$	\$	\$	\$
Office space		\$	\$	\$	\$	\$	\$	\$
Supplies		\$	\$	\$	\$	\$	\$	\$
Communications		\$	\$	\$	\$	\$	\$	\$
Recruitment		\$	\$	\$	\$	\$	\$	\$
Staff Travel in Canada		\$	\$	\$	\$	\$	\$	\$
Other (specify)		\$	\$	\$	\$	\$	\$	\$
Sub-Total		\$	\$	\$	\$	\$	\$	\$

INTERN								
Briefing and de-briefing		\$	\$	\$	\$	\$	\$	\$
Intern allowance __ weeks X __ hr/week X __ \$/hr =		\$	\$	\$	\$	\$	\$	\$
Mandatory employer costs (see Terms & Conditions)		\$	\$	\$	\$	\$	\$	\$
Accommodation		\$	\$	\$	\$	\$	\$	\$
Language upgrading		\$	\$	\$	\$	\$	\$	\$
Intern travel		\$	\$	\$	\$	\$	\$	\$
Intern insurance		\$	\$	\$	\$	\$	\$	\$
Job search support		\$	\$	\$	\$	\$	\$	\$
Other (specify)		\$	\$	\$	\$	\$	\$	\$
Sub-total		\$	\$	\$	\$	\$	\$	\$

Total cost of internship		\$	\$	\$	\$	\$	\$	\$
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Number of hours of supervision / orientation	
Please input these totals in the "Orientation and Supervision" row above.	
Employer Direct supervision: ___ hours = approximate value \$ _____ + Orientation/other: ___ hours = approximate value \$ _____ = TOTAL \$ _____	Host organization Direct supervision: ___ hours = approximate value \$ _____ + Orientation/other: ___ hours = approximate value \$ _____ = TOTAL \$ _____

Section 5: Confirmation and Signature

5.1 We have applied to other Young Canada Works delivery organizations or to other Government of Canada programs to fund the job(s) proposed in this application.

Yes No

If yes, please specify:

5.2 Signature

I am aware that this application may be shared with other delivery organizations and, where applicable, with other federal departments and agencies participating in the Youth Employment Strategy.

I attest that I have read the Employer Guide and the Terms and Conditions of contract, which are available online at www.youngcanadaworks.gc.ca

I attest that my organization is eligible to apply for funding assistance under this component of the Government of Canada's Youth Employment Strategy and that all information contained in this application is accurate and true in all aspects.

Name of Authorized Signatory (please print)

Title

Signature

Date

Section 6: Where to send your application

Important Reminder: If you are applying to more than one program or delivery organization, send the correct application to EACH appropriate delivery organization.

Delivery Organizations for YCW Programs in Heritage Sector

Delivery Organizations	Summer Jobs YCW in Heritage Organizations	Internships YCW at Building Careers in Heritage	Contact Information
Canadian Museums Association	<input type="checkbox"/>	<input type="checkbox"/> (in Canada and abroad)	400- 280 Metcalfe Street Ottawa, ON K2P 1R7 Tel: (613) 567-0099 Fax: (613) 233-5438 Summer Jobs: Michael Rikley-Lancaster mrikley-lancaster@museums.ca Internships: Véronique Chikuru vchikuru@museums.ca
Canadian Library Association	<input type="checkbox"/>	<input type="checkbox"/> (in Canada only)	328 Frank Street Ottawa, ON K2P 0X8 Tel: (613) 232-9625 ext: 321 Fax: (613) 563-9895 Email: rvenne@cla.ca
The Heritage Canada Foundation	<input type="checkbox"/>	<input type="checkbox"/> (in Canada only)	5 Blackburn Avenue Ottawa, ON K1N 8A2 Tel: (613) 237-1066 Fax: (613) 237-5987 Email: youngcanadaworks@heritagecanada.org
Canadian Council of Archives	<input type="checkbox"/>	<input type="checkbox"/> (in Canada only)	130 Albert Street, Suite 501 Ottawa, ON K1P 5G4 Tel: (613) 565-1222 or toll free 1 866 254 1403 Fax: (613) 565-5445 Email: info@archivescanada.ca
Association pour l'avancement des sciences et des techniques de la documentation	<input type="checkbox"/>	<input type="checkbox"/> (in Canada only)	202-3414 Parc Avenue Montreal, QC H2X 2H5 Tel: (514) 281-5012 Fax: (514) 281-8219 Email: info@asted.org
Canadian Heritage Information Network ¹	n/a	<input type="checkbox"/> (in Canada and abroad)	15 Eddy Street, 4th Floor Gatineau, QC K1A 0M5 Tel: (819) 934-5022, ext. 258 Fax: (819) 994-9555 Email: bonnie_szirtes@pch.gc.ca
Cultural Human Resources Council ² (CHRC)	n/a	<input type="checkbox"/> (in Canada only)	201-17 York Street Ottawa, ON K1N 9J6 Tel: (613) 562-1535 ext: 28 Fax: (613) 562-2982 Email: rosalie@culturalhrc.ca

¹ This organization accepts internship applications for executively produced Virtual Museum of Canada (VMC) online projects only.

² CHRC is accepting applications from all Canadian arts organizations and is seeking projects in arts administration or arts practice.

Delivery Organizations for YCW programs in the Official Languages

Delivery Organizations	Job / Internship Location	Summer Jobs YCW in Both Official Languages	Internships YCW at Building Careers in English and French	Contact Information
Association francophone des municipalités du Nouveau-Brunswick	<ul style="list-style-type: none"> • Newfoundland and Labrador • Nova Scotia • Prince Edward Island • New Brunswick 	<input type="checkbox"/>	n/a	702 Principale Street, Unit 322 Petit-Rocher, NB E8J 1V1 Tel: (506) 542-2622 or toll free 1 888 236-2622 Fax: (506) 542-2618 Email: jctycw@afmnb.org
Fédération des chambres de commerce du Québec	<ul style="list-style-type: none"> • Quebec 	<input type="checkbox"/>	n/a	555 René-Lévesque Blvd W. 19th Floor Montreal, QC H2Z 1B1 Tel: (514) 844-9571 or toll free: 1 800 361-5019 Fax: (514) 844-0226 Email: clara.michaud@fccq.ca , marie-christine.sun@fccq.ca , vanessa@fccq.ca
Conseil de la coopération de l'Ontario	<ul style="list-style-type: none"> • Ontario 	<input type="checkbox"/>	n/a	435 St-Laurent Blvd, Room 201 Ottawa, ON K1K 2Z8 Tel: (613) 745-8619 Fax: (613) 745-4649 Email: jctycw@cco.coop
Conseil de la coopération de la Saskatchewan	<ul style="list-style-type: none"> • Manitoba • Saskatchewan • Northwest Territories • Nunavut 	<input type="checkbox"/>	n/a	3850 Hillside Street, Suite 230 Regina, SK S4S 7J5 Tel: (306) 566-6000 or toll free 1 800 670-0879 Fax: (306) 757-4322 Email: jct@ccs-sk.ca
Collège Éducacentre Victoria	<ul style="list-style-type: none"> • Alberta • British Columbia • Yukon 	<input type="checkbox"/>	n/a	301-531 Yates St. Victoria, BC V8W 1K7 Tel: (250) 382-1310 Toll-Free: (866) 266-6613 Fax: (250) 382-1350 Email: jct@educacentre.ca
Fédération de la jeunesse canadienne française	<ul style="list-style-type: none"> • National • International 	<input type="checkbox"/> Summer Job	<input type="checkbox"/> (abroad only)	450 Rideau Street, Room 403 Ottawa, ON K1N 5Z4 Tel: (613) 562-4624 Fax: (613) 562-3995 Email: fjcf@fjcf.ca
		<input type="checkbox"/> Languages at Work		

YCW for Aboriginal Urban Youth

(Only for Aboriginal Friendship Centres)

National Association of Friendship Centres

275 MacLaren Street

Ottawa, ON K2P 0L9

Peter Masson

Tel: (613) 563-4844, ext. 325 or toll free 1 877 563-4844

Fax: (613) 594-3428 or (613) 563-1819

Email: pmasson@nafcf.ca

Appendix A - Mandatory Additional Information

You may refer to the YCW website for examples of information required in Appendix A.

Document Sections	Description
a) General information	<p>This section should include the following information:</p> <ul style="list-style-type: none"> • Job or Internship title • Duration • Start and end dates • Language(s) of work • Other relevant information
b) Project and Job/Internship objectives, description of tasks, work plan	<p>This section should:</p> <ul style="list-style-type: none"> • List the main objective(s) and indicate measurable outcomes. • Explain how the project will benefit all parties -- employer, student or intern, and if applicable, host organization. • Indicate if the project will contribute to the development of the official language minority communities. Please specify. • Define clear tasks and timelines. • For internships only: Indicate clearly how the experience will contribute to the intern's employability or self-employability, or how this opportunity will build the intern's skills and facilitate his or her entry into Canada's workforce.
c) Employability skills	<p>This section should identify specific skills the job experience will help the student or intern develop.</p> <ul style="list-style-type: none"> • Provide examples with specific work situations.
d) Candidate profile	<p>This section will facilitate your search for and recruitment of the ideal candidate.</p> <ul style="list-style-type: none"> • Indicate if the candidate should have a particular field of study or have completed any degrees or programs. • Indicate the level of computer and other skills the candidate will need. • Indicate what provisions you intend to put in place to encourage the participation of the Government of Canada's job equity groups (i.e. women, persons with disabilities, visible minorities, Aboriginals). • Indicate the deadline to apply and the address where applications should be sent. • Develop promotional tools for recruitment using the above information.
e) Orientation and supervision	<p>This section should:</p> <ul style="list-style-type: none"> • Describe the orientation, coaching and workplace supervision you plan to provide for the participant during the employment period (i.e. introduction to computer systems, attending weekly team meetings, daily meetings with an immediate supervisor, training). • List opportunities for developing professional contacts (i.e. registration with a professional association, attending a conference, networking with peers) and for developing employability and/or career-related skills. • Specify the method of supervision/learning assistance you'll use (i.e. job shadowing, hands-on training, assisting professional, training, other). <p>Important: In addition, please provide full details of immediate supervisor(s) for each position proposed and include all contact information as in section 1.10 of the application form. The supervisor(s) address' must be the same as the employee work location. Please provide start and end dates if more than one supervisor per position.</p>

	<p>For internships only:</p> <ul style="list-style-type: none"> • Briefing and cultural adaptation for international destinations (if applicable) • Evaluation of the intern's objectives and specific employability skills requirements • Provision for tailored employee development plan • Orientation and support in Canada • Where applicable, foreign-location orientation and support • On-site supervision, monitoring and evaluation, in Canada and abroad • Other preparatory on-site and off-site coaching, both in Canada and abroad
f) Characteristics of city/region (optional)	<p>This optional section should describe the characteristics of the city or region where your project will be located.</p> <ul style="list-style-type: none"> • Provide information on cultural events, tourist attractions and Web sites to visit.
g) Post-project	<p>For internships only: This section should explain how you plan to assist the intern's transition into the labour market.</p> <ul style="list-style-type: none"> • Describe the post-project support services you will provide for the intern. • Attach a career orientation plan for the intern, indicating how you will support their job search and networking activities during and after the project. • Identify any specific employment programs or job-search services available to the intern through you or your host organization. • Provide any information you have about current job prospects in the intern's field.
h) Mission and mandate of the host organization	<p>For internships only, if applicable: This section should identify the name and location of the host organization as well as its mandate and mission.</p>

Appendix B – Federal and Provincial/Territorial Labour & Employment Standards

Federal Government

Canada Revenue Agency
<http://www.cra-arc.gc.ca>

Human Resources and Skills Development Canada
<http://www.hrsdc.gc.ca>

Human Resources for Employers
<http://www.hrmanagement.gc.ca>

Provincial/Territorial Government

Province/ Territory	Department	Web site
<i>Alberta</i>	Ministry of Human Resources and Employment	http://www3.gov.ab.ca/hre
<i>British Columbia</i>	Ministry of Labour and Citizens' Services, Employment Standards Branch	http://www.labour.gov.bc.ca/esb
<i>Manitoba</i>	Department of Labour and Immigration	http://www.gov.mb.ca/labour
<i>New Brunswick</i>	Department of Training and Employment Development, Employment Standards Branch	http://www.gnb.ca/0308/0001e.htm
<i>Newfoundland and Labrador</i>	Department of Human Resources, Labour and Employment	http://www.hrle.gov.nl.ca/hrle
<i>Northwest Territories</i>	Ministry of Education, Culture and Employment, Labour Services	http://www.ece.gov.nt.ca
<i>Nova Scotia</i>	Department of Environment and Labour	http://www.gov.ns.ca/enla
<i>Nunavut</i>	Department of Human Resources	http://www.gov.nu.ca/Nunavut/English/departments/HR/humanresources
<i>Ontario</i>	Ministry of Labour	http://www.labour.gov.on.ca
<i>Prince Edward Island</i>	Department of Communities and Cultural Affairs, Labour and Industrial Relations Division	http://www.gov.pe.ca/commcul/lair-info/index.php3
<i>Quebec</i>	Ministère du Travail	http://www.travail.gouv.qc.ca
<i>Saskatchewan</i>	Department of Labour	http://www.labour.gov.sk.ca
<i>Yukon</i>	Department of Community Services, Labour Services	http://www.community.gov.yk.ca/labour