

Energy Training Program

May 2-August 26, 2016

Employer Application Form

Page 1 of 2

Application
Deadline:

**February 26,
2016**

Send Applications to:

Energy Training
Program for Students
NS Department of Energy
Joseph Howe Building
1690 Hollis Street
PO Box 2664
Halifax, NS B3J 3P7

Or email to:

Noor.Subeh@novascotia.ca

Direct questions about
the program to:

Noor Subeh
Strategic Marketing Officer
NS Department of Energy
Tel: (902) 424-0781
Fax: (902) 424-3264

Office Use Only

Approved:

Yes No

Energy Training Program
Coordinator

Signature

Date

Part A Organization Profile

This form must be completed in full. Applications can be mailed, emailed or hand delivered. Faxes are not accepted.

Name of Business	Division/Department (If Applicable)

Mailing Address

City	Province	Postal Code

Business Telephone	Business Fax

Salutation	Name of Contact Person	Contact's Title

Contact's Phone Number	Contact's Email Address

Organization's Core Activities (Key words only)	How many people are employed at this business?

Organization's Activities Related to the NS Energy Sector (Key words only)

Which type of student do you prefer? (Circle preference)			
Post-Secondary Student	Co-op Student	Recent Graduate	No preference

Student's Field of Study	Student's Educational Institution(s)

How did you hear about the Energy Training Program?

Registration # Companies Act or other: _____
Canada Revenue Agency #: _____

I hereby certify that all statements are completed and correct to the best of my knowledge and if the project is approved, I will comply with all Program Guidelines.
Signature of Contact Person (provided above): _____ Date: _____

Energy Training Program

May 2-August 26, 2016

Employer Application Form

Page 2 of 2

Part B Project Description/Relation to the Energy Sector

This form must be completed in full. Applications can be mailed, emailed or hand delivered. Faxes are not accepted.

Student Position Title

Employers are expected to provide employees with experience that is professional, respectful and consistent with this description.

Please give a detailed, one page description of the student's position and what it will entail in relation to the energy sector.

I hereby certify that all statements are completed and correct to the best of my knowledge and if the project is approved, I will comply with all Program Guidelines.

Signature of Contact Person: _____ Date: _____

Energy Training Program

May 2-August 26, 2016

Application Deadline:

February 26, 2016

Send Applications to:

Energy Training Program for Students
NS Department of Energy
Joseph Howe Building
1690 Hollis Street
PO Box 2664
Halifax, NS B3J 3P7

Or email to:

Noor.Subeh@novascotia.ca

Direct questions about the program to:

Noor Subeh
Strategic Marketing Officer
NS Department of Energy
Tel: (902) 424-0781
Fax: (902) 424-3264

Employer Application Guidelines

Objectives

The Department will cooperate with private sector firms with business activities directly in the energy sector, to create jobs and provide educational opportunities for **Nova Scotia post-secondary students and recent graduates** throughout the Province.

Duration of the Program

Funding will be provided for a **minimum work term of twelve (12) consecutive weeks** and up to a **maximum of seventeen (17) consecutive weeks (the Funding Period)**. **Please note that co-op students require a minimum of fourteen (14) consecutive weeks.**

In order to meet these requirements, co-op students start date must be on or before May 23, 2016. Non co-op students start date must be on or before June 13, 2016.

The 2016 Funding Period is from May 2 – August 26, 2016.

Deadlines

Applications will be processed as they are received. Employers are urged to **submit applications early** as the program is experiencing increased demand.

Eligibility Guidelines

Employers

- **Must outline** a direct connection to the energy sector in Nova Scotia
- **Must provide** their Canada Customs Agency business number and registration number Companies Act.
- Should be a **Nova Scotia small (max. 100 employees) to medium (max. 500 employees) size enterprise ("SME")**. Larger local firms may be considered as funding levels allow.
- **Must provide** work term experience directly related to the student's program of study.
- Universities require that they be contacted prior to having an application submitted under the program that requires one of their co-op students.
- Employer must be in good financial standing with the province of Nova Scotia.

Employees

- **Must be** a current post-secondary student or have graduated from a recognized Nova Scotia post-secondary institution within the past year.
- **Must be** a resident of Nova Scotia.*
- **Must be** a Canadian citizen or permanent resident.
- **Must not be** immediate family** of the business owner, the project contact or senior administrative staff of the company.

Overview of Terms and Conditions

- Employers must pay at least the legal minimum wage plus 4% vacation pay. The employer is responsible for paying Employment Insurance, Canada Pension premiums and Workers' Compensation coverage.
- Employers must provide appropriate workplace safety training commensurate with student job tasks.
- Positions must be **related to the student's field of study**, and, for **co-op students**, be acceptable to the Cooperative Education Program Coordinator(s).
- The employee must not displace any existing staff.
- Employers must not receive funding from other sources during the specified Funding Period.
- See contract for full terms and conditions.

I hereby certify that I will comply with the above-specified program guidelines.

Signature of Contact Person _____ Date: _____

* Students attending out-of-province institutions may be asked to provide proof of permanent residency.

** Immediate family includes child, stepchild, ward, spouse, common-law spouse, parent, sister, brother, grandparent, grandchild, aunt, uncle, niece and nephew.