

## 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**. Please note that **co-op students require a minimum of fourteen (14) consecutive weeks**.

### 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 to medium 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.
- See contract for full terms and conditions.

### 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: [Melissa.Cooper@novascotia.ca](mailto:Melissa.Cooper@novascotia.ca)

### Questions about the program may be directed to:

**Melissa Cooper**  
Strategic Marketing Officer

NS Department of Energy  
Tel: (902) 424-0781  
Email: [Melissa.Cooper@novascotia.ca](mailto:Melissa.Cooper@novascotia.ca)

\* 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.