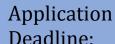
Energy Training Program

May 2-August 26, 2016



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
- <u>Must provide</u> 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.
- <u>Must provide</u> 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 postsecondary institution within the past year.
- Must be a resident of Nova Scotia.*
- <u>Must be</u> a Canadian citizen or permanent resident.
- <u>Must not be</u> 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 coop 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.

