

Energy Training Program Employer Application Package



Funding Period:
April 27–August 21, 2020

Application Deadline: January 10, 2020

Email applications to:

energytraining@
novascotia.ca

Or mail to:

Energy Training Program

Nova Scotia Department
of Energy and Mines
Joseph Howe Building
1690 Hollis Street
PO Box 2664
Halifax, NS B3J 3P7

Note: Applications are
only submitted once you
receive a confirmation
email.

Direct questions to:

Nova Scotia Department
of Energy and Mines
energytraining@
novascotia.ca
902-424-5447

Hire a student or recent graduate for a summer work term in the energy sector and the Government of Nova Scotia can cover part of their wages.

The Energy Training Program helps post-secondary students and recent graduates get work experience in the energy sector with a hiring incentive for local businesses. Employers receive 50% (up to \$7.50 an hour) of the student or graduate's wages for a 12 to 17-week work term.

The 2020 funding period is from April 27 to August 21. Employers can hire co-op students, non co-op students and recent graduates. All students and recent graduates must start their work terms by June 1, 2020. For co-op students, please consult the specific university's requirements and conditions.

Eligibility Overview

Employers

- Must outline a direct connection to the energy sector in Nova Scotia.
- Must provide their Canada Revenue Agency number and registration number Companies Act.
- Preference will be given to Nova Scotia small (max. 100 employees) to medium (max. 500 employees) size enterprises ("SME"). Larger local firms and non profits may be considered as funding levels allow.
- Must provide work term experience directly related to the student's program of study.
- Employer must be in good financial standing with the Government of Nova Scotia.

Employees

- Must be a current post-secondary student or have graduated from a recognized Nova Scotia post-secondary institution within 18 months of the first day of the work term.
- Must be a resident of Nova Scotia.
- Must not be immediate family of the business owner, the project contact or senior administrative staff of the company. Immediate family includes child, stepchild, ward, spouse, common-law spouse, parent, sister, brother, grandparent, grandchild, aunt, uncle, niece and nephew.

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.
- The employee must not displace any existing staff.
- Employers must not receive wage funding from other government sources for the intended position 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: _____

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Part A

Organization profile

Name of Organization	Division/Department (If Applicable)

Mailing Address

City	Province	Postal Code

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 organization?

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

Which type of student do you anticipate hiring?			
Post-Secondary Student	Co-op Student	Recent Graduate	No preference

Preferred Student's Field of Study	Preferred 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 listed above: _____

Date: _____

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Part B

Job description and relation to the energy sector

Position Title

Please provide a detailed job description (approximately one page) that outlines the student or graduate's roles and responsibilities including how they directly relate to the energy sector.

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

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

Signature of contact person: _____

Date: _____