

# Energy Training Program Employer Application Package



Funding Period:  
April 29 - August 23, 2019

## Application Deadline: January 11, 2019

### Email applications to:

Leanne.Tremblay@  
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:

Leanne Tremblay  
Nova Scotia Department  
of Energy and Mines  
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 2019 funding period is from April 29 to August 23. 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 3, 2019. 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.
- 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.
- 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 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. 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.
- Positions must be related to the student's field of study.
- The employee must not displace any existing staff.
- Employers must not receive funding from other government 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: \_\_\_\_\_

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## Part A

### Organization profile

Name of Business	Division/Department (If Applicable)

Mailing Address

City	Province	Postal Code

Business Telephone

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 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

Student Position Title

Please give a detailed, one page description of the student's position and what it will entail in relation 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 project is approved, I will comply with all Program Guidelines.

Signature of contact person: \_\_\_\_\_

Date: \_\_\_\_\_