



Qalipu
FIRST NATION

**Youth Student Employment Program (YSEP)
Employer Application**

ALL FIELDS ARE MANDATORY

PLEASE PRINT CLEARLY

Employer Information

Company: _____ Contact Person: _____

Address: _____ Telephone #: _____

_____ Fax #: _____

_____ E-mail: _____

Location of Employment: _____

Type of Organization: _____
Aboriginal Organization
Local Business Owned by Aboriginal Individual(s)
Not-For Profit Organization
Other Local Business

Job/Position Title: _____

Please indicate the number of hours per week (maximum of 35): _____

Please indicate the desired start date (mm/dd/yyyy): _____

If requesting more than the maximum of 7 weeks, please explain why it is necessary: _____

Hours of Work: (Monday-Friday/Weekends/Shift Work/Time i.e.9-5,8-4): _____

Are you receiving funds from other sources to contribute to this employment? Yes No

If "yes", please indicate what source(s): _____

Employer Declaration

Applications may also be used for public documents such as Minutes, Qalipu First Nation Reports, and Board Kits etc. The Qalipu First Nation agrees to share this information with Service Canada.

I understand that Qalipu First Nation will **contact me through e-mail** and I understand that it is my responsibility to notify Qalipu First Nation if any of the above contact information changes.

I understand that if approved, Qalipu First Nation will be responsible for the financial management of the student. Any expenses over and above wages and MERC costs will be my responsibility. I also understand that I am responsible for the following:

- Recruiting and selecting a student that meets all of the eligibility criteria and ensuring the student accurately completes the student application and all necessary documentation is submitted to Qalipu First Nation;
- Ensuring student completes a Qalipu Employee Information Form and Banking Information Form **before employment begins**;
- Qalipu First Nation is responsible for minimum wage and MERC. Any expenses above this are the responsibility of the employer;
- Providing adequate supervision to the student and ensuring a safe work environment;
- Providing any tools or materials;
- Providing any necessary training;
- Providing weekly time sheets (due each Monday at noon);
- Providing weekly reports consisting of but not limited to: the student's day-to-day activities and an overview of the student's performance; and,
- Ensuring the summer student completes a survey **during the last week of their employment**.

I understand that, if approved, the submitted application will form part of the Agreement between the Applicant and Qalipu First Nation.

I understand that, if approved, if a student declines a placement or terminates early, I must notify Qalipu First Nation immediately. I understand that I may NOT fill the position with another student unless granted approval by Qalipu First Nation.

Signature of Employer

Date of Application (MM/DD/YYYY)

Revision# 7

Revised on February 6, 2018

WFQ-TMP-028



**YOUR APPLICATION WILL NOT BE CONSIDERED COMPLETE IF THE
FOLLOWING DOCUMENTATION IS NOT ATTACHED:**

- Completed Employer Application form; and,
- A letter from the organization addressed to the YSEP Selection Committee detailing why a Summer Student would be beneficial to your organization and the community.

SUBMIT APPLICATIONS TO:

Education & Training
Attention: Yvonne MacDonald
PO Box 460
St. George's, NL A0N 1Z0

E-mail: ymacdonald@qalipu.ca

Telephone: 1-709-647-3514

DEADLINE: First Friday in April of each year by 12:00 pm

G/o chgf 'tr r dec vqpu'y kridg'teegr vgf 0