

SECTION 1: GENERAL INFORMATION

Preferred Language <input type="checkbox"/> English <input type="checkbox"/> French	Business No.	Employer Reference No.	Service Provider use only Date of Registration day month year		
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Registered Name (Legal Name)

Trading Name (if different from Registered Name)

ADDRESS
Registered Address

Unit/Suite/Apt	Street No.	Street Name
City	Province	Postal Code

Closest Intersection

Business Address (if different from Registered Address)

Unit/Suite/Apt	Street No.	Street Name
City	Province	Postal Code

Primary Telephone	Area Code	Telephone Number	Ext
Fax	Area Code	Fax Number	

COMPANY CONTACT INFORMATION

First Name	Last Name
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Title

Contact Type

<input type="checkbox"/> Primary <input type="checkbox"/> Alternate	Area Code	Telephone Number	Ext
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Email Address

COMPANY DETAILS

Size of Business (number of employees) <input type="checkbox"/> 1-10 <input type="checkbox"/> 11-50 <input type="checkbox"/> 51-500 <input type="checkbox"/> 501 +	Type of Business <input type="checkbox"/> Service <input type="checkbox"/> Manufacturing <input type="checkbox"/> Primary (incl. Agriculture) <input type="checkbox"/> Retail <input type="checkbox"/> Other, (specify):	Type of Sector <input type="checkbox"/> Private <input type="checkbox"/> Not-for-Profit <input type="checkbox"/> Public <input type="checkbox"/> Other, (specify):	National American Industrial Classification System (NAICS) Code
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Total Number of job/positions for which the employer would like the \$2.00 hiring incentive?	Is your company currently/recently involved in lay-offs? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have third party liability coverage? <input type="checkbox"/> Yes <input type="checkbox"/> No	Which type of workplace safety insurance do you have? <input type="checkbox"/> WSIB <input type="checkbox"/> Alternative workplace safety insurance coverage
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SUMMER JOB INFORMATION (Complete a separate page for each DIFFERENT type of position)
Summer Job Site Address (if different from above)

Unit/Suite/Apt	Street No.	Street Name
City	Province	Postal Code

Telephone No.	Area Code	Telephone Number	Ext
Fax No.	Area Code	Fax Number	

Job title and key tasks

Start Date day month year	End Date day month year	Scheduled Days	Hours of Work	Rate of Pay (per hour) \$
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ADDITIONAL INFORMATION ON AVAILABLE POSITIONS (Not required for system entry)

Number of available positions		Start Date day month year			End Date day month year		
No. of weeks	Hours per week	Hourly Rate (includes subsidies)			National Occupation Code (NOC)		
Would you like the Service Provider to identify and refer candidates for the employer to interview for the above position(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please complete the section below and SECTION FOUR of this form.							
Other Job Requirements							
car/ability to travel: <input type="checkbox"/> No <input type="checkbox"/> Yes specify:							
driver's license: <input type="checkbox"/> No <input type="checkbox"/> Yes specify:							
specific work attire: <input type="checkbox"/> No <input type="checkbox"/> Yes specify:							
other: <input type="checkbox"/> No <input type="checkbox"/> Yes specify:							

SECTION 2: HIRING INCENTIVE APPROVAL (To be completed by the Summer Jobs Service Provider)

Record Identifier	Number of jobs/positions approved	Number of positions filled by the Service Provider	Total hours approved	Total hiring incentive amount \$
Recommended by				Start Date day month year
First Name		Last Name		
Approved by				Start Date day month year
First Name		Last Name		

SECTION 3: TERMS AND CONDITIONS

The Employer

- will comply with applicable Guidelines;
- will pay the SJS Participant directly;
- will provide the SJS Participant with the same employment terms, conditions and benefits provided to the Employer's other employees at the Employee's job level;
- will hire the SJS Participant(s) to work in Ontario and fill the position(s) approved on Page 1 of this document;
- will ensure the SJS Participant receives adequate supervision, regular and continuing instruction, and sufficient opportunity to learn the job duties including orientation/training in Workplace Health and Safety;
- will submit claims for the hiring incentive as noted below, providing all necessary information in accordance with the instructions provided on the SJS Employer Claim Form;
- will submit all claims for the hiring incentive within three weeks of after the job placement ends or OCTOBER 15 of the year, whichever comes first;
- will keep accurate attendance records of the SJS Participant, including hours, days and weeks worked;
- will agree, that upon request from the SJS Service Provider, shall provide all documents and information related to the claim for SJS hiring incentive, and access to the premises where the job is located;
- will inform the SJS Service Provider immediately if the SJS Participant is to be dismissed, or has quit before the end of this Agreement;
- will ensure that no regular full-time or part-time employees are displaced in any way by the employment of the SJS Participant;
- will not be receiving government funding from any other sources for the same SJS Participant or the same SJS job placement;
- will not hire the immediate family member of any of the Employer's officers, directors or senior management under this Agreement;
- will make all legally required employer contributions and deductions in respect of the SJS Participant, including but not limited to CPP, EI, and federal tax;
- will comply with all applicable employment-related provincial and federal employment statutes in respect of the SJS Participant;
- will maintain adequate SJS Participant coverage under the Workplace Safety and Insurance Act or alternate workplace safety insurance coverage;
- will maintain adequate third party liability coverage;
- will ensure Employees hired under the Program meet the following eligibility requirements. This applies only when the Employee was independently selected and hired directly by the employer:
 - 15-30 years of age
 - not currently employed by the Employer (Exception: student whose part-time job will be increased to full-time)
 - planning to return to school in the fall of the year of the placement
 - eligible to work in Canada
 - not related to the Employer (for example: child, spouse, sibling).

The Summer Jobs Service Provider

- will confirm to the Employer the positions and hiring incentives approved in the SJS, as noted on Page 1, Section 2 of this form;
- if the SJS Participant was referred to the Employer through the SJS Service Provider, will ensure Employees hired under the Program meet the above eligibility requirements;
- will monitor expenditures to ensure compliance with the terms and conditions of the Service Provider Agreement ;
- will reimburse the Employer according to the schedule noted below, upon receipt of complete and accurate information from the Employer and verification from the SJS Participant.

Employer Reimbursement Schedule

Employer Declaration

I am authorized to act on behalf of the Employer. The information provided on this form is complete and accurate and the Employer agrees to comply with the Terms and Conditions.

Employer's signature	Title
SJS Service Provider signature	Title
Printed name of SJS Service Provider	
Last Name	First Name day month year

SECTION 4: JOB INFORMATION**(For applicants to a MTCU SJS Service Provider, i.e. community college or youth employment counselling centre only)**

Complete this page **ONLY** if you would like us to identify and refer candidates for you to interview for the position(s).
 Please complete a separate form for each **DIFFERENT** job you have available.

Job Title	No. of available jobs
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Brief description of the job

Days of work	Hours of work	Is shift work required? <input type="checkbox"/> Yes <input type="checkbox"/> No Specify:
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Days to work per week <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday
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Is the job site accessible to public transportation? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Skills/interests/qualifications required to perform the job

Other Job Requirements
