



Student Work-Integrated Learning Program Employer Eligibility Assessment

To ensure that employers are eligible to participate in the program, the Program Manager needs to do an eligibility assessment of each potential employer. Only those which pass the eligibility criteria are eligible for wage subsidies for eligible participants. Reminder: the program is open to all organizations which are part of the economic sector represented by Electricity Human Resources Canada (EHRC).

PARTICIPANT'S FILE NUMBER (completed by EHRC)	SWILP2018-2019- _____
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Section A - Company Information

1 NAME OF EMPLOYER:		2 DATE (DD-MM-YYYY)	
3 EMPLOYER ADDRESS:		4 LOCATION OF PLACEMENT:	
5 CONTACT AT EMPLOYER:		6 EMAIL ADDRESS:	
7 EMPLOYER PHONE NUMBER: (____) _____ - _____ EXT.	8 EMPLOYER FAX NUMBER: (____) _____ - _____	9 EMPLOYER WEBSITE: WWW. _____	
10 SECTOR:			
Generation: Fossil Fuels Gas, Coal, Diesel Generation: Nuclear Generation: Renewable Water, hydro Generation: Renewable Wind Generation: Renewable Solar		Generation: Renewable GeoThermal Generation: Renewable Tidal, Wave Generation: Renewable BioEnergy Transmission Distribution	
11 SIZE OF BUSINESS:			
<input type="checkbox"/> 1-9 <input type="checkbox"/> 10-19 <input type="checkbox"/> 20-49 <input type="checkbox"/> 50-99 <input type="checkbox"/> 100-499 <input type="checkbox"/> 500+			

Section B - Participant Information

1 NAME OF PARTICIPANT:		2 PLACEMENT DATE (DD-MM-YYYY)	
3 HOURS PER WEEK:		4 NUMBER OF WEEKS:	
5 POSITION:		7 PAY PERIOD:	
		<input type="checkbox"/> Weekly <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Semi-monthly <input type="checkbox"/> Monthly <input type="checkbox"/> Other _____	
		6 CO-OP SALARY: Total Annual Salary _____ Vacation pay is not subsidized and should be removed from annual salary	

Section C - Company Eligibility Criteria

	Yes	No
1. Will remunerate the balance of the co-op wages not paid by EHRC to the student, proof of which is to be provided to EHRC during the participant's placement and after the participant has been paid?	<input type="checkbox"/>	<input type="checkbox"/>
2. Will not recruit and retain friends or family members as participants to the program?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will provide participant placement(s) for a minimum of 16 weeks, 5 days a week, 7.5 hours a day?	<input type="checkbox"/>	<input type="checkbox"/>
4. Will provide proof of co-op placement employment, start date, contract with participant, full wage and benefits of participant to EHRC?	<input type="checkbox"/>	<input type="checkbox"/>
5. Will provide data to EHRC as required?	<input type="checkbox"/>	<input type="checkbox"/>
6. Will develop a learning plan with the participant?	<input type="checkbox"/>	<input type="checkbox"/>
7. The wages for the position must not be funded by another federally funded program like IRAP, Mitacs, etc.	<input type="checkbox"/>	<input type="checkbox"/>

Section D - Additional Required Documents for Assessment

The Company has included the following documents with this application:

1. Completed Participant Information Form (PIF)	<input type="checkbox"/>	<input type="checkbox"/>
2. Application for direct deposit banking for wage subsidy programs	<input type="checkbox"/>	<input type="checkbox"/>
3. Résumé of the participant	<input type="checkbox"/>	<input type="checkbox"/>
4. Proof of post-secondary enrollment/transcript	<input type="checkbox"/>	<input type="checkbox"/>
5. A brief company description	<input type="checkbox"/>	<input type="checkbox"/>
6. Participant's co-op job description	<input type="checkbox"/>	<input type="checkbox"/>
7. Student Work-Integrated Learning Program's Co-op Agreement Form	<input type="checkbox"/>	<input type="checkbox"/>
8. Completed Learning Plan (can follow on first day of co-op placement)	<input type="checkbox"/>	<input type="checkbox"/>

Section E - Employer Attestation to Co-op Placements

- 1 Please indicate the number of co-op placements your organization accepted in the 2017 calendar year: _____
- 2 Is the co-op placement considered to be in addition to the number of co-ops hired in 2017?
 Yes No
- 3 The employer understands that in 2017-2018 only co-op placements in greater number from the previous year will be subsidized under the program?
 Yes No
- 4 Is the co-op opportunity fulfilling an electricity job function?
 Yes No
- 5 Type of work-integrated learning opportunity offered:
 Co-op placement
 Applied research project
 Internship
 Other, please specify: _____
- 6 Please indicate the semester your company is participating in:
 Fall
 Winter
 Spring
 Summer
- 7 Please indicate what system you used to post the co-op opportunity:
 Job Bank
 Orbis
 Magnet
 University
 N/A
 Other, please specify: _____
- 8 Please name all the post-secondary education (PSE) institutions you are working with:

- 9 Do you have a formal agreement between the PSE institution(s) and your organization?
 Yes
 No
 If yes, please indicate which institution(s): _____

- 10 Of the PSE institution(s) you are working with, please indicate which one is participating in the program for this specific co-op placement?

Section F - Company Authorization

I have read and understand the program application forms. I give my consent to EHRC to release any information regarding my application and participation to Employment and Social Development Canada (ESDC). I acknowledge that the information here is collected and administered in accordance with the Privacy Act and may be used by third party providers for ESDC accountability purposes.

1 NAME:	2 TITLE
3 SIGNATURE	4 DATE (DD-MM-YYYY)

Language preference for correspondence
 English French

Submit Application

Forward the completed application package by email, fax, mail or courier to:
 Student Work-Integrated Learning Program
 Electricity Human Resources Canada (EHRC)
 405 – 2197 Riverside Drive,
 Ottawa, ON K1H 7X3
 Mark Chapeskie
chapeskie@electricityhr.ca
 Fax: (613) 235-6922