



ACCESS SUMMER STUDENT EMPLOYMENT PROGRAM APPLICATION FORM

For Office Use Only	
1. Original ___ 2. Amendment ___ 3. Correction ___	Amendment No. _____

PART A – EMPLOYER INFORMATION (to be completed by applicant)

1. Legal Name of Employer	2. Common Name of Employer	3. Area Code and Telephone: 4. Area Code and Fax:
5. Mailing Address	6. Name of Contact Person	7. Title of Contact Person
	8. E-Mail Address of Contact Person	9. Area Code & Telephone of Contact Person
Postal Code: _____	10. Address of Summer Student Employment Activity (if different from box 3) Postal Code: _____	
11. Canada Customs and Revenue Agency Business/Charitable Registration Number	12. Organization Has Existed Since (y/m/d): _____	14. What is the main product or service of your organization?
13. Number of Employees _____		
15. Employer Type: Not-For-Profit Sector Only Aboriginal not-for-profit groups/organizations ___ Aboriginal associations of workers &/or employers ___ Aboriginal local community, charitable, voluntary organizations ___ Aboriginal colleges/training institutes ___ Aboriginal programs at public/private colleges/universities ___ Other (explain) _____	16. Is there a union at the work place? Yes ___ No ___ (If yes, attach letter of Union concurrence with this application)	17. Does the employer owe any amount to ACCESS from previous contribution agreements for which they are currently in default? Yes ___ How much? _____ Is this for overpayment, CCRA remittances, penalties? _____ No ___
18. Workers Compensation (if applicable) Account No. _____ Rate _____ Insurer Name _____ Policy Number _____		

PART B – SUMMER STUDENT EMPLOYMENT PROJECT INFORMATION

19. Anticipated Start and End Date of Project _____		
20. Number of Positions Requested _____	21. Titles of Positions I. _____ II. _____	22. Wage Rate per Hour for Each Position I. _____ II. _____
23. Each Position Job Description Has Been Attached to this Application. YES ____. This is a Mandatory Requirement. Your Application May Be Delayed If Job Descriptions Are Not Attached.	24. Name of Supervisor(s) (if different from contact person) for each position I. _____ II. _____	25. Level of education suitable for each job (secondary, college, university, other – specify) I. _____ II. _____

PART C – PROJECT BUDGET (Please fill in the following)									
Job Title	Number of jobs for this position	X No. of weeks per job	X Hours per week per job (not to exceed 35 hours per week)	X Wages per hour	= Subtotal Wages	X 12% MERCS Per Job (for CPP, EI, vacation @4% for employer costs)	= Total Wages and Benefits	Total Contribution Request from ACCESS	Total Employer Contribution
Subtotals									

TOTAL REQUESTED FROM ACCESS	\$ _____
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NOTE:

Please ensure your application adheres to the guidelines in the attached *Summer Student Employment Program Application Guidelines*.

A written proposal is not necessary. Please attach job descriptions to this Application Form and send to:

Program Officer (phone ACCESS below to contact a program officer)
ACCESS

Address: 108-100 Park Royal South
West Vancouver, Vancouver, BC V7T 1A2

Fax: 604-913-7938

Telephone: 604-913-7933

SUMMER STUDENT EMPLOYMENT PROJECTS BIMONTHLY AND FINAL REQUIREMENTS

Please note, as a sponsor for a summer student employment project, your responsibilities as outlined in section 6.0 and your financial requirements as outlined in section 4.0 of your signed Agreement with ACCESS.

BIMONTHLY REQUIREMENTS:

- Your project coordinator/contact person is to submit a written bimonthly report of project activities to ACCESS program officer; feedback from students can be added to these or at the very least to the final report.

PROJECT FINAL REQUIREMENTS:

- At the end of your project, ACCESS requires a final written report from your project coordinator/contact person and each of your students on the project activities along with recommendations and/or feedback
- A final ACCESS claim form should be filled in and submitted along with final financial documentation; the final project cheque will not be issued until all reports and documentation have been received. The following financial documents must be provided: a copy of your general ledger which shows cheque deposits, payroll deductions and Revenue Canada remittances, and other allowable line item expenditures as indicated in your contract's Schedule B budget; copies of invoices of allowable expenditures; and in addition, a monthly spreadsheet showing your total budget, actual expenditures to date and variances to date.

PROJECT MONITORING:

ACCESS staff will be conducting at least one on-site monitoring of projects. Staff will meet with the sponsor's contact person and/or project coordinator and student(s) and other staff such as, financial staff, if required.