



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 | \$ _____ |
|-----------------------------|----------|

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.