

## 2012 STUDENT CAREER SKILLS DEVELOPMENT PROGRAM APPLICATION INSTRUCTIONS

### Organization Information section

- Use the organization's registered name under Registry of Joint Stocks or other legal registration that conforms to eligibility requirements of the Student Career Skills Development Program.
- Provide the organization's complete civic address and PO Box, if applicable.
- Provide a telephone number for the organization that is answered between 8:30 a.m. and 4:30 p.m., from Monday to Friday. A number with voice mail is preferred.
- Provide a fax number, if possible.
- Explain the mandate of the organization and its current impact on or benefit to your community.

### Division/Department section (if applicable)

- If the organization has separate divisions, sections or departments, indicate the division or department that is applying. A separate application is required for each division.
- Provide an address specific to the division or department, if different than the main address. **If this section is filled in, it will be used as the primary mailing address for the organization.**
- Provide a telephone number for the division or department's that is answered between the hours of 8:30 a.m. to 4:30 p.m. from Monday to Friday. A number with voice mail is preferred.
- Provide the division or department's fax number that is most often used by the contact person.

### Contact Information section

- The person who completes the application is the contact person. This person must be authorized to make decisions on administrative matters, provide supervision to the student and have access to payroll documents.
- The telephone number provided should be answered regularly and should have voicemail.
- Provide a fax number, if possible.
- The email address provided should be checked regularly by the contact person.
- Sign and date the application.

### Eligibility Criteria

To be considered eligible under this program's mandate, an organization must be registered under at least one of the following:

#### Registry of Joint Stocks:

The organization must have an **active** registration number issued by the Nova Scotia Registry of Joint Stock Companies. Active means that yearly fees payable are up to date. Please refer to their website: <https://rjsc.gov.ns.ca/rjsc/acceptTerms.do?lang=en> or speak with a representative at 1-800-225-8227.

#### Canada Revenue Agency Charitable number:

An eligible number has 9 digits, RR then 4 digits. Please refer to their website: <http://www.cra-arc.gc.ca/> You may be asked to provide a copy of your organization's most recent CCRA T3010 form.

## Application Instructions ...continued

### Other:

To have the organization's eligibility considered, include a copy of legal documentation with the application that clearly identifies that upon closure of this organization; assets will be distributed to approved charities. Final decision of eligibility will be made by Economic and Rural Development and Tourism.

### Position Information section:

*If applying for funding for more than one position and the position title or location or wage is different, a separate copy of page 2 of the application must be completed.*

- The position title should be specific, and only one or two words that reflect the primary activity.  
ex.: Researcher or Swim Coach.

**NOTE:** *Many resource materials are available online and at libraries to assist the organization in writing a job description. Submitting a job description with the application is mandatory.*

- The student's start date is chosen by the organization. Students can work outside of the parameters of this program (April 23 to August 31, 2012) but the employer is responsible for paying the student outside these dates.
- The student's anticipated end date is decided by the organization.
- Full-time employment under this program means a minimum of 30 hours per week. Weeks where fewer than 30 hours are worked will not be reimbursed.
- Positions must pay \$10.50 per hour or more to be considered. This amount does not include vacation pay.
- Indicate the number of positions requested with this position title.
- Specify the work location of the employee – town or community.
- Specify the county where the work site will be located. (e.g.: Halifax, Cape Breton, Queens)
- List eight or fewer important skills, certificates, and previous work experience required. These will be used in the job catalogue. ex. bilingualism, first aid, coaching level, one year of high school soccer, etc.
- Select the functions or skills that best identify what the student will be performing each week in this position. Check between five and 10 from the list. Beside the functions and skills selected, indicate the percentage of time each one will require on a weekly basis. (This amount does not need to equal 100%.)

### Co-op Option:

- Co-op Option – check yes or no on the application and following the directions provided on the application.

**If information on the application is missing or incomplete, it will not be evaluated.**

## Questions?

### Contact us:

#### By Mail:

Student Employment Programs  
PO Box 2311  
Halifax, NS B3J 3C8

#### By Courier:

Student Employment Programs  
1660 Hollis Street, Suite 600  
Halifax, NS B3J 1V7

#### By Phone:

Toll-free: 1-800-424-5418  
Fax: (902) 424-0508  
Local: (902) 424-6000

Website: [www.gov.ns.ca/econ/sep](http://www.gov.ns.ca/econ/sep)

Email: [sepinfo@gov.ns.ca](mailto:sepinfo@gov.ns.ca)