

Application Guidelines

Send Applications to:

Energy Training Program for Students

NS Department of Energy
Bank of Montreal Building
5151 George Street, 3rd Floor
PO Box 2664
Halifax, NS B3J 3P7

OBJECTIVES

The Program will partner with private sector firms with business activities directly in the Energy Sector, offshore or on land, to create jobs and provide educational opportunities for **Nova Scotia post-secondary students and recent graduates** throughout the Province.

DURATION OF PROGRAM

Funding will be provided for a **minimum work term of eight (8) consecutive weeks** and up to a **maximum of 17 consecutive weeks**

NOTE: CO-OP Students require a minimum of **fourteen (14) consecutive weeks**

DEADLINES

Applications will be processed on a **real-time basis**.

Applicants are urged to **submit applications early** as the program is experiencing increased demand.

Eligibility Guidelines

EMPLOYERS

- **Must outline** a direct connection to the Energy Sector in Nova Scotia's onshore or offshore.
- **Must provide** their Canada Customs Agency business number and registration number Companies Act.
- Should **be a Nova Scotia small to medium size enterprise (SME)**; larger local firms may be considered as funding levels allow.
- **Must provide** work term experience directly related to the student's program of study.

EMPLOYEES

- **Must be** a current post-secondary student or have graduated from a recognized Nova Scotia post-secondary institution within the past year.
- **Must be** a resident of Nova Scotia.*
- **Must be** a Canadian citizen or landed immigrant.
- **Must not be** immediate family** of the business owner, the project contact or senior administrative staff of the company.

TERMS AND CONDITIONS

- Employers must pay at least the legal minimum wage plus 4% vacation pay. The employer is responsible for paying Employment Insurance, Canada Pension premiums and Workers' Compensation coverage.
- Employers must provide appropriate workplace safety training commensurate with student job tasks.
- Positions must be **related to the student's field of study**, and, **for Co-op Students**, be acceptable to the Cooperative Education Program Coordinator(s).
- **Universities require that they be contacted prior to having an application submitted under the program that requires one of their co-op students.**
- The employee must not displace any existing staff.
- You cannot hire the same student for consecutive terms.

Questions about the Program may be directed to:

Mr. John Kean
Business & Development
Officer

NS Department of Energy
Tel: (902) 424-2705
Fax: (902) 424-3264
Email: keanj1@gov.ns.ca

* Students attending out-of-province institutions may be asked to provide proof of permanent residency.

** Immediate family includes child, stepchild, ward, spouse, common-law spouse, parent, sister, brother, grandparent, grandchild, aunt, uncle, niece and nephew.