

JOB DESCRIPTION FORM

DATE SUBMITTED: _____

PLEASE INDICATE INFORMATION THAT IS **NOT** TO BE POSTED WITH THE JOB POSTING BY CHECKING BOX

COMPANY INFORMATION

Company Name _____

Street Address _____

City, Province _____ Postal Code _____

Phone _____ Fax _____

Email _____ Web Address _____

BIO (a brief description of the company) _____

How did you hear about this program? Poster Someone told you about it Youthconnect.ca Flyer/Letter
 TV/Radio/Newspaper YOU Staff Other

CONTACT INFORMATION

Contact Name _____ Title _____

Phone _____ Ext #. _____

Fax _____ E-mail _____

Intersection _____ Specify bus route _____

Job Location _____

JOB POSTING DETAILS

Job Title _____ # of Vacancies _____

Description of Duties _____

Start Date July 4 / 11 Start Time on First Day _____ End Date August 12 / 11

Position Terms Full Time Part Time Summer Contract

Times of work: 9 a.m. to 5 p.m. OR _____ How many hours per week? _____

Days of work (circle): Sun Mon Tues Wed Thurs Fri Sat

Are you able to provide training, supervision and support to the youth? YES _____ NO _____

Initial contact(s) at workplace: _____

Other contact(s): _____ Rate of pay: \$10.25/hour (paid through YOU)

Complete as needed: Factors for Job Success

- Dress code Driver's license Customer service skills Lots of interaction with people Teamwork Predominantly female staff
- Predominantly male staff Hand-eye coordination Multiple tasks to complete Needs speed on the job Work requires sitting
- Work requires standing High noise level Lifting: ___ lbs. Very busy periods Literacy level required: _____ Able to handle routine
- Work with different supervisors Equipment/Machinery: _____ Allergy alert? Dust ___ Fumes ___ Other: _____ Work w/ children or vulnerable populations – if yes, police check recommended

Other notes: _____

Staff signature taking Job Order: _____



SECTION 2: SUMMER JOBS FOR YOUTH PROGRAM GUIDELINES

The Employer will comply with applicable Guidelines outlined below:

1. will hire the employee(s) to work in Ontario and fill the position(s) approved;
2. will ensure the employee(s) receives adequate supervision, regular and continuing instruction, and sufficient opportunity to learn the job duties;
3. will maintain adequate WSIB or Alternate workplace safety insurance and 3rd party liability insurance
4. will keep accurate attendance records of the employee(s), including days and hours worked, and submit timesheets as per the timesheet schedule to the Student Services Facilitator at Youth Opportunities Unlimited;
5. will inform the Student Services Facilitator immediately if issues arise in performance of the employee or the employee(s) is to be dismissed, or has quit before the end of the Agreement;
6. will ensure that no regular full-time or part-time employees are displaced in anyway by the employment of the employee(s);
7. will not be receiving government funding from any other sources these employees;
8. will not hire his/her spouse, sibling, child as an employee under this Agreement;
9. will comply with all applicable employment related provincial and federal employment statutes in respect of the employee(s);
10. is required to provide workplace specific safety training as required by federal and provincial statues and the Occupational health and Safety Act. The safety training must be provided before the worker attends his/her workstation and starts working;
11. provide feedback to YOU on the SJFY program

Employer Declaration:

I, _____ warrant that all information described above is, to the best of my knowledge, correct, and hereby consent to and authorize the release and disclosure of that information to representatives of the participating provincial government ministries, for the purpose of administering the Summer Jobs for Youth Program.

Employer Signature:

Date:

EMPLOYERS: PLEASE ENSURE THAT PARTICIPANTS ARE REGISTERED WITH YOU BEFORE THEY BEGIN EMPLOYMENT

