

SAMPLE APPLICATION

Information on the SWP Employer

Contact name: «Establishment_contact_information_Name»

Contact email: «Establishment_contact_information_Email»

Contact phone number: «Establishment_contact_information_Phone»

«Preferred_establishment_acronym» is a «Is_your_establishment_a_forprofit_or_a_».

Charitable status: «Do_you_have_charitable_status»

«Preferred_establishment_acronym» cultural sub-sector(s):
«Which_cultural_subsector_applies_to_you»

CRA payroll account: «Do_you_have_a_CRA_payroll_account_number»

«Have_you_verified_that_the_student_is_le»

At «Preferred_establishment_acronym»: «Do_you_have_a_respectful_workplace_polic»

Website: «Establishment_website_address_insert_li»

Establishment address:

«Establishment_address_Number_and_street»

«Establishment_address_City», «Establishment_address_Province»,

«Establishment_address_Postal_code»

I, «Name_of_the_person_who_will_sign_the_sub»,
«Position_title_of_the_person_who_will_si» of «Preferred_establishment_acronym», attest
that the above information is true and I agree to the entirety of the provisos in this Agreement.

Signature and date:

«Name_of_the_person_who_will_sign_the_sub»

Date

Information on the projected SWP

The following information points constitute projected elements of the SWP and are not, as such, binding elements of the SWP Agreement between CHRC and «Preferred_establishment_acronym».

Student contract duration

SWP start date	SWP end-date
«Anticipated_start_date_yyyymmdd_may»	«Anticipated_end_date_yyyymmdd_Any_e»

Wage calculations

Total hours paid	«How_many_total_paid_hours_will_the_stude»
Gross hourly wage	«What_will_be_the_students_gross_hourly_»
Total gross salary	\$«Total_Gross»
Estimated MERCs ¹	\$«MERCs»
Total gross + estimated MERCs	\$«Total_Cost»

Potential Student information

Has a student been chosen?	«Do_you_have_a_student_in_mind»
If yes,	
Student's name:	«Student_information_Name»
Email:	«Student_contact_information_Email_addre»
Phone number:	«Student_contact_information_Phone_numbe»
Legally entitled to work in Canada?	«Have_you_verified_that_the_student_is_le»
Field of study	«What_is_the_students_field_of_study»

Student's supervisor

Name	Position
«Name_of_the_students_direct_supervisor»	«Position_title_of_the_students_direct_s»

¹ Estimation based on total hours*gross hourly wage*14%

About the SWP

Is this SWP a WIL opportunity for the Student? «Is_this_work_integrated_learning_WIL_o»

Are you planning on hiring a priority student? «Are_you_planning_on_hiring_a_priority_gr»

Student position's occupation group: «Which_occupation_group_does_the_student_»
What skills will the Student apply during the course of the contract? «What_anticipated_skillscompetencies_w»
What skills/competencies will the Student develop during the course of the contract? «What_anticipated_skillscompetencies_w1»

Schedule A – job description from «Provide_job_description_andor_call_for_»