



## ACCESS SUMMER STUDENT EMPLOYMENT APPLICATION

<b>For Office Use Only</b>		
1. Original <input type="checkbox"/>	2. Amendment <input type="checkbox"/>	3. Correction <input type="checkbox"/>
		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  Postal Code:	6. Name of Contact Person	7. Title of Contact Person
	8. E-Mail Address of Contact Person	9. Area Code & Telephone of Contact Person
	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): _____ 13. Number of Employees _____	14. What is the main product or service of your organization?
15. Employer Type: <b>Not-For-Profit Sector Only</b>  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 ____.  <b>This is a Mandatory Requirement. Your Application May Be Delayed If Job Descriptions Are Not Attached.</b>	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. _____

<b>PART C – PROJECT BUDGET</b> (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
Example Summer Student	1	16	35	\$14.60	\$8,176	\$982.	\$9,158.		
Subtotals									

TOTAL REQUESTED FROM ACCESS	\$ _____.
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**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