



## SECTION 3: TERMS AND CONDITIONS

### The Employer:

1. will comply with applicable guidelines;
2. will pay the Employee directly;
3. will provide the Employee with the same employment terms, conditions and benefits provided to the Employer's other employees at the Employee's job level;
4. will hire the participant(s) to work in northern Ontario and fill the position(s) approved on Page 1 of this document;
5. will ensure the Employee receives adequate supervision, regular and continuing instruction, and sufficient opportunity to learn the job duties;
6. will submit claims for the age subsidy as noted below, providing all necessary information in accordance with the instructions provided on the Summer Jobs Service claim form;
7. will submit all claims for the wage subsidy **within 15 days after completion of work term and no later than October 15 of this year**;
8. will keep accurate attendance records of the Employee, including days and hours worked;
9. will agree, that upon request from the Ministry of Northern Development and Mines, shall provide all documents and information related to the claim for Summer Jobs Service subsidy, and access to the premises where the job is located;
10. will inform the Ministry of Northern Development and Mines immediately if the Employee is to be dismissed, or has quit before the end of this Agreement;
11. will ensure that no regular full-time or part-time employees are displaced in any way by the employment of the Employee;
12. will not be receiving government funding from any other sources for this placement;
13. will not hire his/her spouse, sibling, child as an Employee under this Agreement;
14. will make all legally required employer and employee contributions and deductions in respect of the Employee, including but not limited to CPP, EI, and income tax;
15. will comply with all applicable employment-related provincial and federal employment statutes in respect to the Employee;
16. will maintain adequate Employee coverage under the Workplace Safety and Insurance Act or alternate workplace safety insurance coverage.
17. will maintain adequate third party liability coverage;
18. will ensure employees hired under the Program meet the following eligibility requirements:
  - 15-24 years of age, up to 29 if a person with a disability
  - not currently employed by the Employer (Exception: youth whose part-time job will be increased to full-time)
  - planning to return to school in the fall this year
  - eligible to work in Canada
  - not related to the Employer (i.e., son, daughter, spouse, brother, sister)

### The Ministry of Northern Development and Mines:

1. will confirm to the Employer the positions and subsidies approved under the Summer Jobs Service Program;
2. will monitor expenditures to assure compliance;
3. will reimburse the Employer upon submission of Employer Claim Form.

**NOTICE:** Collection of personal information on this form is necessary to the proper administration of the Ministry of Training, Colleges and Universities' Summer Jobs Service Program. The personal information collected here may be used or disclosed to the Ministry of Training, Colleges and Universities and/or the Ministry of Northern Development and Mines for purposes of assessing this application, administering the Summer Jobs Service Program and for assessing client satisfaction and evaluating the program. The applicant acknowledges that he/she may be contacted by the Ministry of Training, Colleges and Universities or the Ministry of Northern Development and Mines, or their employees or agents with respect to his/her participation in the program to obtain feedback on the process, to assist with improvements and program evaluation. Questions about the collection of this personal information may be addressed to the Ministry of Northern Development and Mines, Summer Jobs Service Program Coordinator, 435 James Street South, Suite 332, Thunder Bay, Ontario P7E 6S7 or by phone at (807) 475-1520.

### EMPLOYER DECLARATION

I, \_\_\_\_\_, warrant that all information described above is, to the best of my knowledge, correct. I hereby consent to the collection and use of my personal information by the Ministry of Training, Colleges and Universities and the Ministry of Northern Development and Mines, for the purposes set out in the notice above.

Employer Signature

Title



**Ontario**

Ministry of Northern  
Development and Mines

**Mail or fax to:**  
The Northern Development and Mines Office  
nearest you

**Summer Jobs Service  
Employer Application/Contract  
2009**