



In order to ensure that employers are eligible to participate in the program, the program manager needs to do an eligibility assessment of each potential employer. Only those, which pass the eligibility criteria, are eligible for wage subsidies for eligible participants. **Reminder: Employer membership with the Sector Council or cross-sectoral organization is not a requirement** for accessing Sectoral Youth Career Focus funding; the program is open to all organizations which are part of the economic sector represented by the recipient sponsor.

Part A

Company Information

1. EMPLOYER NAME	2. RECIPIENT SPONSOR CPISC	3. DATE OF ELIGIBILITY ASSESSMENT
4. EMPLOYER ADDRESS (ES)	5. LOCATION OF INTERNSHIP(S)	6. EMPLOYER PHONE NUMBER () -
7. EMPLOYER FAX NUMBER () -	8. EMPLOYER WEBSITE AND EMAIL Website: Email:	9. SECTORAL YOUTH CAREER FOCUS CONTACT AT EMPLOYER

Part B

Participant Information

1. NAME	2. POSITION
3. START DATE OF WORK EXPERIENCE PERIOD	4. ANNUAL SALARY

Part C

Company Eligibility Criteria

	Yes	No	
1. Will provide a minimum of \$2 for each \$1 of wage subsidy, proof of which is to be provided to the recipient sponsor during the participant placements after the participant has been paid?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Has a nepotism policy in place with regards to participants?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Has a contract to inform potential participants what participation in the Sectoral Youth Career Focus Program would entail, and will retain agreement from each participant?	<input type="checkbox"/>	<input type="checkbox"/>	
4. If the employer is recruiting participants rather than recipient sponsor, the employer is using Sectoral Youth Career Focus Participant Information sheet and non-subjective eligibility criteria to establish eligibility of participants?	<input type="checkbox"/>	<input type="checkbox"/>	
5. Will provide participant placement(s) for minimum of 4 months and maximum of 12 months?	<input type="checkbox"/>	<input type="checkbox"/>	
6. Will provide for full-time work for participants (at least 30 hours per week)?	<input type="checkbox"/>	<input type="checkbox"/>	
7. Will provide proof of employment, start date, contract with participant, full wage and benefits of participant to the recipient sponsor?	<input type="checkbox"/>	<input type="checkbox"/>	
8. Will provide data to recipient sponsor as required?	<input type="checkbox"/>	<input type="checkbox"/>	
If the recipient sponsor has managed previous participant placements programs (YST) in which the employer participated, the employer:	Yes	No	n/a
9. Provided all required documentation and reporting as required and complied with rules governing program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Part D
Additional Required Documents for Assessment

The company has included the following documents with this application: (to be completed by CPISC)	Yes	No
1. A brief Company description	<input type="checkbox"/>	<input type="checkbox"/>
2. Participant Application form	<input type="checkbox"/>	<input type="checkbox"/>
3. Participant's Job Description	<input type="checkbox"/>	<input type="checkbox"/>
4. Résumé of the Participant	<input type="checkbox"/>	<input type="checkbox"/>
5. A copy of the participant's degree/diploma or certificate	<input type="checkbox"/>	<input type="checkbox"/>

Part E
Company Authorization

I have read and understand *The Career Focus Program* application forms. I give my consent to CPISC to release any information regarding my application and participation to Human Resources Skills Development Canada (HRSDC). I acknowledge that the information here is collected and administered in accordance with the Privacy Act and may be used by third party providers for HRSDC accountability purposes.

1. Name	2. Title
3. Phone () -	4. Email address
5. Signature	6. Date

Part F
Language preference for correspondence

English French

Part G

The completed application package should be faxed, mailed or couriered to:

The Career Focus Program
 CPISC
 1110 – 151 Slater Street
 Ottawa, ON K1P 5H3
 Fax: (613) 232-1334

Decision: (to be completed by CPISC)

Answered "Yes" to all questions between #1-8 and either "Yes" or "n/a" to #9	Answered "No" to any questions between #1-9
<ul style="list-style-type: none"> employer is eligible (to be completed by CPISC) 	<ul style="list-style-type: none"> contact HRSDC representative to discuss eligibility (written agreement from HRSDC required)
Decision: (to be completed by CPISC) Approved <input type="checkbox"/> Not approved <input type="checkbox"/>	
Approval Signature _____ DATE: _____	