

Student Work Placement Program Employer Eligibility Assessment

To ensure that employers are eligible to participate in the program, the Program Officer needs to do an eligibility assessment of each potential employer. Only those who pass the eligibility criteria are entitled to wage subsidies for eligible participants. Reminder: the program is open to all organizations which are part of the economic sector represented by BioTalent Canada.

PARTICIPANT'S FILE NUMBER (completed by BioTalent Canada)

SSWPP 2019-2020

Section A - Company Information

1 NAME OF EMPLOYER:		2 DATE (DD-MM-YYYY)
3 EMPLOYER FULL ADDRESS:		4 LOCATION OF PLACEMENT (Full Address):
5 CONTACT AT EMPLOYER (Name/ Title):		6 EMAIL ADDRESS:
7 EMPLOYER PHONE NUMBER: () - EXT.	8 EMPLOYER FAX NUMBER: () -	9 EMPLOYER WEBSITE: WWW.
10 SECTOR (please select the Sectors and Sub-sectors that applies to you): <input type="checkbox"/> Bio-health (<input type="checkbox"/> Medical devices <input type="checkbox"/> Biopharmaceuticals <input type="checkbox"/> Natural-compound bioactives <input type="checkbox"/> Functional foods <input type="checkbox"/> Biomolecules <input type="checkbox"/> Digital health/ AI <input type="checkbox"/> Medical cannabis <input type="checkbox"/> Nutraceuticals <input type="checkbox"/> Bio-energy (<input type="checkbox"/> Biomolecules <input type="checkbox"/> Biodiesel <input type="checkbox"/> Ethanol <input type="checkbox"/> Methane <input type="checkbox"/> Bio-oil <input type="checkbox"/> Bio-industrial (<input type="checkbox"/> Biocatalysts <input type="checkbox"/> Biosolvents <input type="checkbox"/> Bioplastics <input type="checkbox"/> Biocoatings <input type="checkbox"/> Bioadhesives <input type="checkbox"/> Agri-fibre composites) <input type="checkbox"/> Agri-biotech (<input type="checkbox"/> Agri-fibre composites <input type="checkbox"/> Animal/Plant genetics <input type="checkbox"/> Livestock vaccines <input type="checkbox"/> Animal nutritional supplements <input type="checkbox"/> Functional foods <input type="checkbox"/> Sustainable development) <input type="checkbox"/> Non-biotech, please specify:		
11 SIZE OF BUSINESS: <input type="checkbox"/> 1-9 <input type="checkbox"/> 10-19 <input type="checkbox"/> 20-49 <input type="checkbox"/> 50-99 <input type="checkbox"/> 100-499 <input type="checkbox"/> 500+		

Section B - Participant Information

1 NAME OF PARTICIPANT:		2 PLACEMENT DATE (DD-MM-YYYY)	
3 HOURS PER WEEK (HPW):	4 NUMBER OF WEEKS:	TO	
5 CO-OP JOB TITLE:	6 CO-OP SALARY: Total Annual Salary Ex. \$17/hr x 37.5 hpw x 52wks = \$33,150 Vacation pay is not subsidized and should be removed from annual salary	7 PAY PERIOD: <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Semi-monthly <input type="checkbox"/> Monthly <input type="checkbox"/> Other	

Section C - Company Eligibility Criteria

- | | Yes |
|---|--------------------------|
| 1. Will remunerate the balance of the co-op wages not paid by BioTalent Canada to the student, proof of which is to be provided to BioTalent Canada during the participant's placement and after the participant has been paid? | <input type="checkbox"/> |
| 2. Will not recruit and retain friends or family members as participants to the program? | <input type="checkbox"/> |
| 3. Will provide participant placement(s) for a minimum of 16 weeks, 5 days a week, 7.5 hours a day? | <input type="checkbox"/> |
| 4. Will provide proof of co-op placement employment, start date, contract with participant, full wage and benefits of participant to BioTalent Canada? | <input type="checkbox"/> |
| 5. The co-op salary is paid through the Employer's payroll and includes Federal/Provincial deductions (CPP, EI, etc.)? | <input type="checkbox"/> |
| 6. The Participant is a new co-op student and not an existing co-op intern within your organization? | <input type="checkbox"/> |
| 7. The wages for the position must not be funded by another federally funded program like IRAP, Mitacs, etc. | <input type="checkbox"/> |
| 8. Will participate in BioTalent Canada's labour market survey of 2019-2020. | <input type="checkbox"/> |

Section D - Additional Required Documents for Assessment

The Company has included the following documents with this application:

- | | Yes | No |
|---|--------------------------|--------------------------|
| 1. Completed Participant Information Form (PIF) | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Résumé of the participant | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Proof of post-secondary enrollment/transcript | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. A brief company description | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Participant's co-op job description | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Student Work Placement Program's Co-op Agreement Form | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Completed Learning Plan (can follow on first day of co-op placement) | <input type="checkbox"/> | <input type="checkbox"/> |

Section E - Employer Attestation to Co-op Placements

* Question 2 is only to be answered if this is your first time applying for SWPP funding through BioTalent Canada *

** The number provided will be your baseline for the remainder of the SWPP project **

- 1 Please indicate the term and year your company is participating in:
- ☐ Fall ☐ Winter ☐ Spring ☐ Summer Year: _____
- 2 *If you are applying for the Winter 2020 term please indicate the number of co-op placements your organization accepted in the 2018 calendar year. If you are applying for the Spring, Summer or Fall 2020 term, please indicate number of co-op placements your organization accepted in the 2019 calendar year: _____**
- 3 Is this co-op placement considered to be in addition to your baseline (the number provided in question 2, or when you first participated in SWPP)?
- ☐ Yes ☐ No
- 4 If you answered “No” to question 3, please confirm that you will hire 1 co-op student over and above your baseline during the funding term you are applying for.
- ☐ Yes ☐ No
- 5 Is the co-op opportunity fulfilling a bio-economy job function?
- ☐ Yes ☐ No
- 6 Type of work-integrated learning opportunity offered:
- ☐ Co-op placement ☐ Internship ☐ Field Placement
- ☐ Other, please specify: _____
- 7 Please indicate what system(s) you used to post the co-op opportunity:
- ☐ Job Bank ☐ Orbis ☐ Magnet ☐ University ☐ The PetriDish™ ☐ N/A
- ☐ Other, please specify: _____
- 8 Please name all of the post-secondary education (PSE) institutions you are working with:
- _____

- 9 Do you have a formal agreement between the PSE institution(s) and your organization? ☐ Yes ☐ No
- If yes, please indicate which institution(s): _____
- _____

- 10 Of the PSE institution(s) you are working with, please indicate which one is participating in the program for this specific co-op placement?
- _____

Section F - Company Authorization

I have read and understand the program application forms. I acknowledge to be the signing authority for the contract with BioTalent Canada. I give my consent to BioTalent Canada to release any information regarding my application and participation to Employment and Social Development Canada (ESDC). 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 ESDC accountability purposes.

1	NAME:	2	TITLE:
3	SIGNATURE:	4	DATE:(YYYY-MM-DD) _____/_____/____
5	EMAIL:	Language preference for correspondence: <input type="checkbox"/> English <input type="checkbox"/> French	

6

How did you hear about BioTalent Canada:

☐ Word of Mouth ☐ Web ☐ Conference Presentation ☐ Email ☐ Outreach Team

Other, please specify: _____

I would like to subscribe to BioTalent Canada’s monthly newsletter, program updates, and corporate updates ☐ Yes ☐ No

Submit Application
Forward the completed application package by email, fax, mail or courier to:
Student Work Placement Program
BioTalent Canada
130 - 300 Slater Street
Ottawa, ON K1P 6E2_
mcarr@biotalent.ca
Fax: (613) 233-7542