



Building skills for Canada's bio-economy
Un monde de ressources pour la bioéconomie canadienne

Science and Technology Internship Program - Green Jobs Application Instructions

Thank you for your interest in BioTalent Canada's Science and Technology Internship Program - Green Jobs. For your organization to qualify for funding, the information and requirements in the following forms must be **completed in full**, per participant, as per Natural Resources Canada program guidelines.

Terms and Conditions for Employers

1. **The wages for this position must not be funded by another federally-funded program like IRAP, Mitacs, etc.**
2. **The company must:**
 - a) Provide a full-time work opportunity for a minimum of 30 hours per week for a minimum of 6 months;
 - b) Provide a minimum of \$1 for each \$3 of wage subsidy to a maximum subsidy amount of \$30,000;
 - c) **Not** recruit and retain friends or family members as participants to the Science and Technology Internship Program - Green Jobs;
 - d) Reference the participant information web page to inform potential participants what their involvement in the Science and Technology Internship Program - Green Jobs will entail;
 - e) Provide proof of employment, start date, contract with participant, full wage and benefits of participant to BioTalent Canada upon request;
 - f) Provide information about the placement to BioTalent Canada as required;
 - g) Develop a **Formal Learning Plan** with the participant, by the first week of placement;
 - h) Provide BioTalent Canada with monthly financial claims and complete post-intervention surveys; and
 - i) Enter into a Placement Contract with BioTalent Canada **before** the participant's employment starts.
3. **Participants must be approved for program participation prior to starting the placement. This process is only a few business days.**
4. Participants cannot be existing employees of the organization, or have previously worked for the organization.
5. The participant must be added to the employer's payroll which includes Federal/Provincial tax deductions (CPP, EI, etc.).
6. BioTalent Canada assumes no legal responsibility towards applicants or companies seeking subsidies.
7. **Only completed application packages will be considered for participation in the program.**

Employer Application Process

Each step MUST be followed and the required supporting documentation must be submitted for funding approval. Please make sure to use the most current forms available at biotalent.ca/GreenJobs.

Step 1: Ensure your organization meets all terms and conditions stated previously.

Step 2: Participant information - Form 1 of 3 - Have the candidate:

- a) Complete the **Participant Information Form (PIF)** - (included in the application package). If you need to fill a position, you can post your job opening on The PetriDish™ job board.
- b) **Provide** a resume.

Step 3: Employer information - Form 2 of 3

- a) Complete an **Employer Eligibility Assessment Form** (included in the application package) including the annual salary (e.g. 52 weeks) for the position.
- b) Submit a brief company description.
- c) Submit a description of the intended participant's position. Please note with the high volume of applications we receive links will not be accepted.

Step 4: Form 3 of 3 - A formal learning plan, this can be submitted after the application but must be submitted in the first week of the placement.

Step 5: Submit all completed and signed forms with supporting documentation to Mary Carr at mcarr@biotalent.ca. **Signatures must be digitally dated and time stamped or hand written. A typed signature in cursive font is not accepted.**

Step 6: BioTalent Canada is processing applications as quickly as possible. To ensure timely approval, please ensure your application includes all forms fully completed and signed along with required supporting documentation. The application process from submission to approval is only a few business days. If your application is accepted BioTalent Canada will draft a Placement Contract (electronic contract via PandaDocs) to be signed by both the employer and BioTalent Canada. You must also agree to provide all required documentation and reporting as required by the program.

Withdrawal from the program: If, for any reason, a participant leaves their placement early, the employer must immediately provide BioTalent Canada with a written notice regarding the termination/withdrawal and reimburse BioTalent Canada the amount collected in wage subsidies if program participation was less than 6 months.

For further information, please contact BioTalent Canada's team at:

1-866-243-2472, for Colleen ext. 221 or chayes@biotalent.ca, for Benita ext. 234 or buruhisho@biotalent.ca, for Hannah ext. 215 or hwalhad@biotalent.ca.
BC residents please contact Sue Callaghan at scallaghan@biotalent.ca.

Please check all required information is included in your application.