



Kahnawà:ke Part Time Post-Secondary Employment Program

2016-2017 Guidelines & Eligibility



TEWATOHNHI'SAKTHA

Kahnawà:ke's Economic
Development Commission
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1.0 Description

The Kahnawà:ke Part Time Post-Secondary Employment Program (KPTPSEP) is designed for students who are currently enrolled in a full time post-secondary academic program.* The KPTPSEP is designed to provide students with a meaningful career related work experience, build networks for their future and gain practical experience.

**see eligibility requirements*



2.0 Eligible Students and How to Apply

- a) All students must complete a KPTPSEP student registration form and be registered with Tewatohnhi'saktha Employment and Training.
- b) All students must be between 2nd year CEGEP and University graduation.
- c) All students must be listed on the Kahnawà:ke Kanien'kehá:ka Mohawk Registry or the Federal Registry for the Mohawks of Kahnawà:ke.
- d) All students must be enrolled in a full time academic post secondary program.
- e) All students must produce academic reports indicating a GPA higher than 2.7 or 70%.
- f) All students must submit a letter of intent along with their application form.

TIP If you as a student have a specific employer / position in mind, please indicate this in your letter of intent.

If you as a student are required to complete a “stage” as part of your studies, only time worked over and above the stage requirements will be considered as part of this program.

3.0 Eligible Employers and How to Apply

- a) All employers must complete an employer application form.
- b) All employers must submit an employment proposal. This proposal should be an outline of the employer's request to be considered and indicate the employment opportunity the employer is willing to offer. The proposal should also highlight the need and benefits (for the student and employer) of having a student employee.
- c) All employers must clearly state the following information for each position requested:

Job Description

- Title of the position
- Name of supervisor(s)
- Tasks and responsibilities of the position
- Qualifications and requirements of the position
- Deadline to apply
- Employer contact information

Weekly Work Plan – this should include a schedule of training and/or tasks to be administered throughout the period of employment, and information on how the student employee will be taught the task of the position.

Online Application Forms can be found on WWW.TEWA.CA under Youth Programs

Other Employer Responsibilities:

All employers will be required to remit the employees and the employers share of employment insurance (EI) to the Canada Revenue Agency and QPIP to Revenue Quebec.

All human resource issues and concerns, such as payroll, scheduling, recording of hours and attendance are the responsibility of the employer. The human resource policies and procedures that apply to your regular employees should be applied to the student employees.

If there are special certifications or qualifications required for the position, the employer must ensure that the students they hire possess the proper credentials.

Students that are hired must not displace existing staff or volunteers within your business or organization.

Note: Unfortunately, we may not be able to approve the following arrangement: If you as an employer are currently employing a student (who may be eligible for this program) from your own budget and in turn request for this arrangement to fall within this program.

4.0 Selection Committee

A selection committee from Tewatohnhi'saktha Employment and Training Division will review and decide which projects and students are approved through the program. Criteria are based on:

- a) **If the employment / work plan is directly related to the field of study of the student**
- b) **If the student has a GPA of 2.7 / 70% or higher**
- c) **If the student is in full time post secondary studies**

5.0 Wage Level



All students participating in this program will be eligible for a wage contribution at the current minimum wage rate per hour, paid through Tewatohnhi'saktha Employment and Training. Wage contributions will be made directly to the employer, the employer will in turn issue the wages to the student.

Should the student request a higher wage than what is provided through the program, employers are encouraged to augment (top up) the students' wages. Employers should consider the nature of the job, educational background, and employment experience of the students.

For the students, this may be an opportunity for you to develop and practice your negotiating skills – a valuable skill that could prove useful as you pursue future employment endeavors.

6.0 Duration of the Program



This program is based on a maximum 15 hour work week. The maximum duration of each project will be 12 weeks per academic semester. ***We must be mindful of the course load and exam schedule of each student. Employers are encouraged to accommodate each student as needed.***

7.0 Contribution Arrangement

Employers and students will be required to submit work reports and/or time sheets (each to be signed by both the student and employer). No payments will be issued without these documents.

Periodic site visits (scheduled and unscheduled) may be conducted for each project to assess the quality of the placement.

Mohawk Self Insurance **will be paid directly by Tawatohnhi'saktha Employment and Training** once projects are approved.

8.0 Repeatability – Time Frame

In order to offer students a work experience at an organization / business and to encourage students to seek out new employers, students participating in the KPTPSEP can work at the **same organization for a maximum of 4 semesters**. Therefore, employers cannot hire the same student for more than 4 semesters.

If you have any questions concerning the information above, please feel free to contact Angie Marquis, Employment & Training Counselor / Youth Programs Coordinator at (450) 638-4280 or by e-mail: angie.marquis@kedc.biz

DEADLINE TO APPLY for FALL Program: Wednesday, September 28, 2016

DEADLINE TO APPLY for WINTER Program: Wednesday, January 25, 2017

Attention: Angie Marquis, Employment & Training Counselor / Youth Programs Coordinator
Tawatohnhi'saktha - 3rd Floor Business Complex
P.O. Box 1110
Kahnawake, QC J0L 1B0
Fax: (450)638-3276
E-mail: angie.marquis@kedc.biz

**Online Applications also available at
www.tewa.ca under Youth Programs**



KAHNAWÀ:KE PART TIME POST-SECONDARY EMPLOYMENT PROGRAM APPLICATION FOR STUDENTS



Please be sure that you have read & understood the program guidelines, eligibility, criteria and requirements before filling out this application form.

DEADLINES to APPLY: FALL: Wed. September 28, 2016 and WINTER: Wed. January 25, 2017

Section A: Student Profile

Name: _____ Address: _____

Tel: (H) _____ (Cell) _____ E-Mail: _____

SIN #: _____ Medicare #: _____ Band#: _____

Birth date: _____ Male Female Age: _____

Section B: Position Applying For	
Job Title	<input type="checkbox"/> <i>unsure at this time</i>
Number of Weeks Available to work this semester (10-12)	<input type="checkbox"/> 8 <input type="checkbox"/> 10 <input type="checkbox"/> 12 other: _____
Start Date – End Date (Should end on or before the semester's end date)	
Business /Organization Company or Field	<input type="checkbox"/> <i>unsure at this time</i>

Section C: Briefly explain how this employment relates to your field of study are career goal / Or what type of work you are looking for:

Section D: Student Academic Profile

CEGEP University School: _____ Semester #: _____

Program / Major: _____ GPA / Average: _____

I give permission for Tewatohnni'saktha to obtain my current academic transcript.

I declare that the above information is accurate and true to the best of my knowledge.

Signature: _____ Date: _____

Important: Please ensure that you have provided a letter of intent along with this application form.



**KAHNAWÀ:KE PART TIME POST-SECONDARY
EMPLOYMENT PROGRAM
APPLICATION FOR EMPLOYERS**



Please be sure that you have read & understood the program guidelines, eligibility, criteria and requirements before filling out this application form.

DEADLINES to APPLY: FALL: Wed. September 28, 2016 and WINTER: Wed., January 25, 2017

SECTION A: Business /Organization Profile

Name of Business / Organization: _____

Address: _____ Telephone: _____

Contact Person: _____ Title: _____ E-Mail: _____

Is your business / organization in the: Public Sector or Private Sector

SECTION B: Position Request

Job Title	
Number of Weeks (8 -12)	
Start Date – End Date	
CEGEP or University Students name:	

SECTION C: Briefly explain how this employment will provide the student with a valuable work experience:

SECTION D: Cost of Proposed Project

Wage Rate	\$10.75
Number of hrs/wk (max 15hrs/wk)	X
Number of Weeks (10-12)	X
MERC's	+ 8.5% (This is an approximate rate as MSI premium varies according to job)
TOTAL COST:	

Signature: _____ Date: _____

Niawenhkó:wa for taking the initiative to provide our students with a valuable employment experience.

Important: Please ensure that you've enclosed:

- Job Description and/or Job Posting
- Weekly Work Plan
- Letter of support