



2017 Student Guidelines

**Ronterihwaiénstha Ronwatio'tenhserá:wis
Kahnawà:ke Summer Student Employment Program**

Apply Online

www.tewa.ca/KSSEP

Student Deadline: Friday May 12, 2017 at 4:00pm



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1.0 PROGRAM OBJECTIVE



The objective of the KSSEP is to encourage our youth to stay in school and pursue post-secondary education. In addition, it will prepare students for the job market by providing quality opportunities to explore career options and develop life and work skills.

2.0 PROGRAM COORDINATOR

All inquiries concerning this program should be addressed to the attention of:
Angie Marquis, Employment & Training Counselor/Youth Programs Coordinator at Tewaohnhi'saktha/
Tel: 450-638-4280 Ext. 238 or via e-mail at angie.marquis@kedc.biz

3.0 ELIGIBILITY CRITERIA FOR STUDENTS

Eligible students **MUST** be a:

- ✓ Full time high school student returning to high school in September 2017
- ✓ High school graduate entering a full time post-secondary institute in September 2017
- ✓ Full time College/CEGEP student returning to full time studies in September 2017
- ✓ Full time University student returning to full time studies in September 2017

- **ALL STUDENTS MUST BE LISTED ON THE MOHAWKS OF KAHNAWÀ:KE REGISTRY OR THE FEDERAL REGISTRY FOR THE MOHAWKS OF KAHNAWÀ:KE.** If you have a band number from another reserve you are encouraged to contact them to determine if they have a summer student program and/or funding for your summer employment.
- **ALL STUDENTS MUST HAVE A SOCIAL INSURANCE NUMBER (SIN).** STUDENTS CAN PICK UP SIN APPLICATION FORMS AT OUR OFFICE LOCATION IN THE BUSINESS SERVICES COMPLEX. TEWATOHNI'SAKTHA WILL BE RESPONSIBLE FOR VERIFYING THE ELIGIBILITY OF ALL STUDENTS PARTICIPATING IN THIS PROGRAM.
- **ALL STUDENTS MUST BE RETURNING TO SCHOOL IN THE FALL 2017 SEMESTER.**

4.0 NETWORKING WITH EMPLOYERS

NEW In order for post-students to gain experience in their field of study, we are encouraging students to contact employers and initiate an application to the KSSEP. Student can contact employers to discuss opportunities in their organization and business that compliments their field of study – Remember all employers must apply to the KSSEP by April 7th, 2017 – therefore start networking early.

It is recommended that you provide the following items to your ideal employer:

- ✓ **The Employer Recruitment Letter - see page 7**
- ✓ **A letter of intent outlining your career goals**
- ✓ **Your updated CV/ Resume**

5.0 STUDENT APPLICATIONS



You will be required to complete the Student KSSEP Application Form (see addendum or apply online) – this form will be used to verify your eligibility. If you need assistance, please do not hesitate to ask. Before an employer is able to hire you, they will be required to verify your eligibility with Tewaohnni'saktha. **Only those with missing or invalid information will be contacted.**

ALL STUDENTS MUST APPLY by 4 pm on FRIDAY MAY 12, 2017

(Keep in mind, specific job deadlines come before this date. You must also apply to each job of interest to you.)

All applications can be submitted using:

- ❖ The online application process **www.tewa.ca/kssep**
- ❖ Dropping off a form at the Tewaohnni'saktha office on the 3rd floor of the Kahnawà:ke Business Complex
- ❖ By Fax: (450) 638-3276 to the attention of the KSSEP Coordinator or
- ❖ Scanned to angie.marquis@kedc.biz

You will be required to submit a copy of your resume with the KSSEP Application Form.

6.0 INFORMATION SESSIONS & RESUME WRITING, COVER LETTER, INTERVIEW SKILLS WORKSHOP FOR STUDENTS



The purpose of this session is to go over this guideline package and to explain how this year's program will operate as well as help students with the tools they will need to compete for jobs. The session will take place on

Wednesday, April 26, 2017 6:30 pm – 8:00 pm

Location: Tewaohnni'saktha Training Center Computer Classroom in Business Complex 3rd floor. There is a maximum seating capacity of 20 participants in each of these workshops.

Please confirm your participation with Angie Marquis or the Youth Programs Assistant Coordinator by Tuesday, April 25, 2017 at 4:00 pm at (450) 638-4280 or by email angie.marquis@kedc.biz

If you are unable to attend this session, remember these CV/ Resume tips:

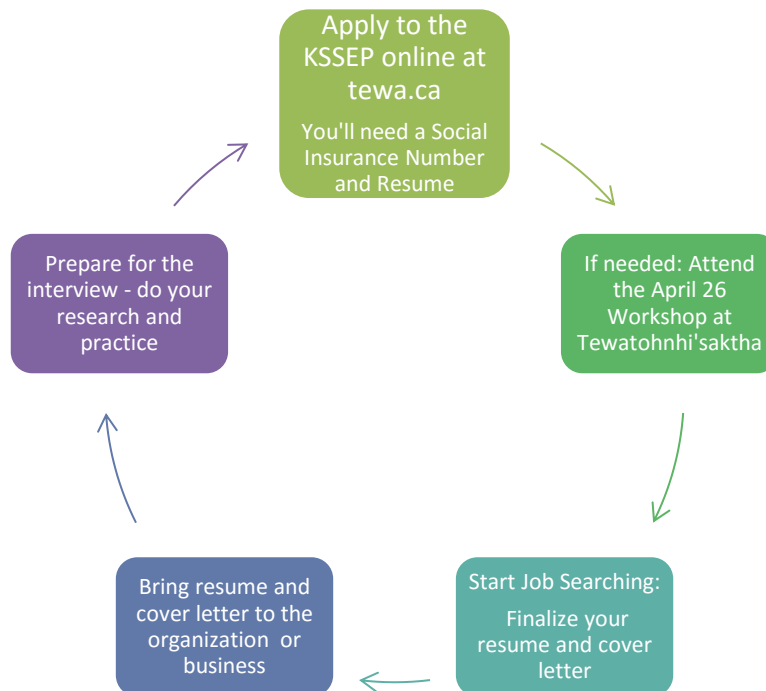
- Use a professional, classy, easy to understand font.
- Ensure a Contact Me section and do not have a funny/controversial e-mail address.
- Formatting / layout and the overall look is VIP.
- Keep your resume relevant to the job you are applying to.
- Have a one full or 2 full page resume.
- Use strong action verbs.
- Do not use acronyms or abbreviation.
- Do not have a single typo or grammatical error.



7.0 JOB SEARCH

- ✓ Apply online at www.tewa.ca/kssep or drop off your application and resume at Tawatohni'saktha on the 3rd floor of the Kahnawà:ke Business Complex
- ✓ Submit resume and cover letter directly to the organization or business you wish to apply to. The KSSEP 2017 Job Listing will be found:
 - On www.tewa.ca/KSSEPjobs
 - Posted throughout the community
 - In the Eastern Door & Iori:wase newspapers
 - Be prepared to receive a call from employers who may want to schedule an interview with you.

Steps for Students who want to obtain a Summer Job with the KSSEP



8.0 WORKSHOPS



Career Development Workshops will also be offered during the summer to students who obtain employment. These workshops are meant to enhance the student's employment experience and to increase their opportunities for future employment.

The workshops will be held on the 3rd of the Tawatohni'saktha Business Services Complex. Details relating to session topics and schedules will be available when employers and students sign their contracts.

These workshops count as hours worked when attended. Your employer will be notified of your enrollment and will be required to ensure that you are able to attend.

It is mandatory for students to attend at least one Career Development Workshop.

9.0 WAGE RATES & DURATIONS

The KSSEP program provides the following:

Level A: Part Time High School:	\$11.25/hour x 8 weeks x 25 hours per week
Level B: High School:	\$11.25/hour x 8 weeks x 32 hours per week
Level C: CEGEP:	\$11.75/hour x 10 weeks x 32 hours per week
Level D: University 1 st yr:	\$12.75/hour x 12 weeks x 32 hours per week
Level E: University 2 nd yr+:	\$13.75/hour x 12 weeks x 32 hours per week

*Work hours will depend on individual jobs

*Hourly wages depend on your highest level of education – if you apply to a position at a lower wage rate your level of education, you must discuss the salary with the employer.

It is possible to negotiate the salary, hours and the duration.

Students have the option of negotiating a higher salary and longer duration than what the program provides with prospective employers. Employers will have the option to offer more (wage rate and duration) than what the program provides. We suggest that the educational background, applicable skills, and related experience of prospective summer student employees be considered.

10.0 REPEATABILITY

In order for students to seek out a variety of work experiences with different organizations and businesses, they can **work in the same position at the same organization/business for a maximum of 2 summers.**

Good luck in your job search!

Ronterihwaiénstha Ronwatiio'tenhserá:wis KSSEP 2017 Student Application Form



Have you participated in the KSSEP in the past? Yes No

Last Name: _____ First Name: _____

Address: _____ E-mail: _____

Phone #: _____ MCK Band #: _____

Date of birth: _____ Male Female Allergies: _____

Social Insurance Number: _____ Medicare Number: _____

Parent/ Guardian Name: _____ Parent/ Guardian Name: _____

ACADEMIC INFORMATION	Current & Next Year School	Entering Grade / Semester
<input type="checkbox"/> Full time high school student returning to high school in Sept 2017		
<input type="checkbox"/> High school graduate entering a full time post secondary institute in Sept 2017		
<input type="checkbox"/> Full time College/CEGEP student returning to full time studies in Sept 2017		
<input type="checkbox"/> Full time University student returning to full time studies in Sept 2017		
For post secondary students, what is you program of study / major?		

IMPORTANT: Students must be returning to school FULL TIME in fall 2017 in order to be eligible for the KSSEP - Read the Student Guidelines at tewa.ca/kssep

All applications must be submitted online, at the Tewatohnhi'saktha office on the 3rd floor of the Kahnawake Business Complex, faxed to (450) 638-3276 to the attention of the KSSEP Coordinator or scanned to angie.marquis@kedc.biz. You are required to submit a copy of your resume with this Registration Form.

Resume - Resume, Cover Letter Writing and Interview Skills Workshop will be offered on Wednesday April 26, 2017 from 6:30 – 8:00pm. This session is to assist students with their summer job search and to learn about the program. Please RSVP: (450) 638-4280 or angie.marquis@kedc.biz

Registered with the Kahnawake Education Center (Those entering or continuing in post sec)

Acceptance Letter from your school (For those graduating and starting at a new CEGEP or University)

I declare the above information to be true and accurate. I give permission for Tewatohnhi'saktha to verify my band number and post secondary registration information:

Signature

Date

DEADLINE FOR ALL STUDENTS: Friday May 12, 2017 at 4:00p.m.

(Keep in mind, specific job deadlines come before this date. You must also apply to each job of interest to you.)

In an effort to save paper, all KSSEP procedures and application forms are available online, and we encourage you to use our online forms at www.tewa.ca/kssep



TEWATOHNHI'SAKTHA

www.tewa.ca/kssep



Subject: KSSEP Employer Recruitment Letter

Hello, Shé:kon, Bonjour,

The student providing you with this letter is looking to invite you to participate in the 2017 Kahnawà:ke Summer Student Employment Program (KSSEP) as they are studying in a field that relates to your business or organization and is interested in working with you this summer.

The KSSEP is meant to:

- ✓ Encourage our youth to stay in school and pursue post-secondary education;
- ✓ Prepare students for the job market by providing quality opportunities to explore career options and develop life and work skills.

As an employer, some of your responsibilities would include:

- ✓ Having someone to supervise the prospective students for the duration of the summer employment;
- ✓ Be willing to contribute 20% of the approved project costs;
- ✓ Complete the KSSEP Employer Application form;
- ✓ Provide a work plan / job description;
- ✓ Apply by the deadline of Friday, April 7, 2017 at 4:00 p.m.

The student has provided you with a copy of their resume and a letter of intent. I hope you decide to meet with the student to further explore and discuss.

Feel free to contact me if you have any questions or to reserve a spot for the Employer Information Breakfast on Wednesday, March 22 at 9:00 a.m. at Tewatohnhi'saktha.

To review the Employer Guidelines and to apply online, please go to www.tewa.ca/KSSEP.

Thank you, Niá:wen, Merci,

Angie Marquis

Angie Marquis
KSSEP Coordinator
angie.marquis@kedc.biz
450.638.4280 Ext. 238

