



# 2018 Student Guidelines

Kahnawà:ke Summer Student Employment Program  
Ronterihwaiénstha Ronwatiio'tenhserá:wis

Apply Online:  
[www.tewa.ca/KSSEP](http://www.tewa.ca/KSSEP)



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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 MANAGER

All inquiries concerning this program should be addressed to the attention of:

Onawa K. Jacobs

Program Manager, Tewaohni'saktha

☎: (450) 638-4280, ext. 238,

✉: [onawa.jacobs@kedc.biz](mailto:onawa.jacobs@kedc.biz)

## 3.0 ELIGIBILITY CRITERIA FOR STUDENTS

Eligible students **MUST** be a:

- ✓ Full-time high school student returning to high school in September 2018;
- ✓ High school graduate entering a full-time post-secondary institute in September 2018;
- ✓ Full-time college/CEGEP student returning to full-time studies in September 2018;
- ✓ Full-time university student returning to full-time studies in September 2018;
- ✓ University graduates of this year; or
- ✓ Adult education graduate of this year attending full-time post-secondary studies in September 2018.

- **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).** If you do not have one, please refer to this website for more information: <https://www.canada.ca/en/employment-social-development/services/sin/apply.html>. Tewaohni'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 2018 SEMESTER,** with exception of university students who just graduated.

## 4.0 BRING YOUR OWN EMPLOYER – NEW!



In order for post-secondary students to gain experience in their field of study/interest, we are inviting you to contact employers and initiate an application to the KSSEP. You can contact employers to discuss opportunities in their organization or business that compliments your field of study.

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 resume/CV**

☞ **Remember all employers must apply to the KSSEP by Friday, April 6, 2018; therefore, start networking early.**

## 5.0 STUDENT APPLICATIONS



You will be required to complete the Student KSSEP Application Form – 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 Tewaohni'saktha. **Only those with missing or invalid information on their registration form will be contacted by Tewaohni'saktha.**

All applications can be submitted using one of the following methods:

- The online application process at [www.tewa.ca/kssep](http://www.tewa.ca/kssep);
- Dropping off a form at the Tewaohni'saktha office on the 3<sup>rd</sup> floor of the Kahnawake Business Complex;
- Faxed to the attention of the Program Manager at (450) 638-3276; or
- Scanned and send to [onawa.jacobs@kedc.biz](mailto:onawa.jacobs@kedc.biz).

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

## 6.0 INFO & PREP SESSION FOR STUDENTS

**WHAT?** 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 provide students with the tools they will need to compete for jobs, including resume and cover letter writing and interview skills.

**WHERE?** Training Classroom at Tewaohni'saktha, located on the 3<sup>rd</sup> floor of the Kahnawake Business Complex.

**WHEN?** Wednesday, May 2, 2018, from 6:30 – 8:00 pm.

**HOW?** Reserve your spot with the Program Manager by **Monday, April 30, 2018 at 4:00 pm** by email at [onawa.jacobs@kedc.biz](mailto:onawa.jacobs@kedc.biz) or by phone at (450) 638-4280, ext. 238.

If you are unable to attend this session, you can register with Employment & Training to see an Employment Counselor for one-on-one resume, cover letter and interview assistance. Head to our website, [www.tewa.ca](http://www.tewa.ca), or fill out a registration form at our reception desk.

You can also refer to the resume and cover letter templates pages 5 and 6.

## 7.0 JOB SEARCH

After completing your KSSEP registration, here is how you can search for your summer job and apply:

**STEP 1:** Beginning **April 19, 2018**, explore the full-page job listing that can be found:

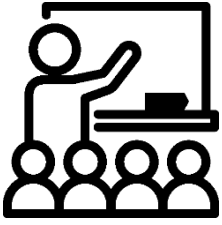
- Online at [www.tewa.ca/KSSEPjobs](http://www.tewa.ca/KSSEPjobs);
- Posted on bulletin boards throughout the community; and
- In The Eastern Door & Iori:wase newspapers.

**STEP 2:** Submit your resume and cover letter directly to the organization or business you wish to apply to. It is strongly recommended to apply to more than one job to increase your chances of getting hired.

**STEP 3:** Ensure that your email and phone number provided are in working order – the employer will contact you if you were selected for an interview.

**STEP 4:** If you were selected for an interview, start getting prepared through researching the business/organization, and generating answers for possible questions.

## **8.0 WORKSHOPS**



Professional and Personal Development Workshops will also be offered during the summer to students who obtain employment. These workshops are meant to enhance your employment experience and to increase your opportunities for future employment.

The workshops will be held at Tewatohnni'saktha, on the 3<sup>rd</sup> floor of the Kahnawake Business 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 workshop.**

## **9.0 WAGE RATES & DURATIONS\*\***

<b>Level A:</b> Part-Time High School	\$12.00/hour x 8 weeks x 25 hours/week
<b>Level B:</b> High School:	\$12.00/hour x 8 weeks x 32 hours/week
<b>Level C:</b> CEGEP:	\$12.50/hour x 10 weeks x 32 hours/week
<b>Level D:</b> University – 1 <sup>st</sup> Year:	\$13.50/hour x 12 weeks x 32 hours/week
<b>Level E:</b> University – 2 <sup>nd</sup> Year+:	\$14.50/hour x 12 weeks x 32 hours/week

\*Work hours and duration will depend on individual jobs and employer needs.

\*\*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:**

You 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 to employers 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 or business for a **maximum of two summers.**

Good luck in your job search!



The  
standard  
resume

# Your Name

Street Address, City, Province, Postal Code • Phone Number • Email Address

## OBJECTIVE

---

*Describe your career or employment goal.*

## EXPERIENCE

---

Newest/  
Present



Oldest

*Dates of employment*                      *Company Name*                      *City, Province*

***Job Title***

- *Job responsibility/achievement*
- *Job responsibility/achievement*
- *Job responsibility/achievement*

*Dates of employment*                      *Company Name*                      *City, Province*

***Job Title***

- *Job responsibility/achievement*
- *Job responsibility/achievement*
- *Job responsibility/achievement*

*Dates of employment*                      *Company Name*                      *City, Province*

***Job Title***

- *Job responsibility/achievement*
- *Job responsibility/achievement*
- *Job responsibility/achievement*

## EDUCATION

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*Dates of attendance*                      *School Name*                      *City, Province*

***Degree Obtained***

- *Special award/accomplishment/extra-curricular activity*

## OPTIONAL HEADERS

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ABOUT ME

ACHIEVEMENTS

AREAS OF EXPERTISE

ASSOCIATIONS

AWARDS

CERTIFICATIONS

INTERESTS

LANGUAGES

PRACTICUM EXPERIENCE

PROFILE

PROJECTS

RELATED COURSES

RESEARCH

SCHOLARSHIPS

SKILLS

SPECIAL TRAINING

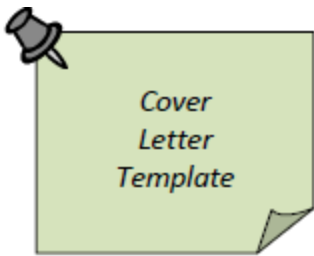
SUMMARY OF

QUALIFICATIONS

TECHNICAL SKILLS

TRANSFERABLE SKILLS

VOLUNTEER EXPERIENCE



# Your Name

Street Address, City, Province, Postal Code • Phone Number • Email Address

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Date

Contact Person

Job Title

Company/Organization

Address

City, Province/State, Postal/Zip Code

Shé:kon/Dear Contact Person,

## Paragraph 1: Introduction

- What position are you applying for? With what company/organization?
- Why did you choose *this* organization?
- Demonstrate your knowledge of the organization's products/services and positive reputation.
- State why you believe you would be an asset to the employer.

## Paragraph 2: Elaborate on your education/skills/abilities

- Why should the organization consider hiring you over the next candidate?
- What do you believe you can offer the employer?
- Summarize brief facts about your academic background, relevant work experience, and personal qualities/skills that will make you stand out.
- Elaborate on your resume; don't repeat it.
- Use key words that relate to the position and job description.
- Be confident, enthusiastic, and professional.

## Paragraph 3: Conclusion

- Reiterate in one sentence why you feel that you're a perfect fit for the position.
- Mention that your resume or references are attached, or that they can request references, portfolio, etc., if not directly asked for in the job posting.
- State when you are available and how to contact you (email/phone).

Niawenhkó:wa/Thank you for your time and consideration,

*Your Signature*

Your Full Name

Enclosure



Kakwité:ne / Spring 2018

**Subject: KSSEP Employer Recruitment Letter**

Shé:kon, Greetings, Bonjour,

The student providing you with this letter is looking to invite you to participate in the 2018 Kahnawà:ke Summer Student Employment Program (KSSEP), offered by Tewatohnhi'saktha, Kahnawake's Economic Development Commission. The student is 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:

- ✓ Provide supervision and mentorship to the prospective student 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; and
- ✓ Apply by the deadline of Friday, April 6, 2018 at 4:00 pm.

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

To review the 2018 KSSEP Employer Guidelines and to apply online, please visit to [www.tewa.ca/KSSEP](http://www.tewa.ca/KSSEP). Please contact me should you have any questions.

Niá:wen, Thank you, Merci,



**Onawa K. Jacobs**  
Program Manager  
Employment & Training Division  
Tewatohnhi'saktha  
[onawa.jacobs@kcdc.biz](mailto:onawa.jacobs@kcdc.biz)  
(450) 638-4280, ext. 238



# 2018 Student Application Form

## Ronterihwaiénstha Ronwatiio'tenhserá:wis Kahnawà:ke Summer Student Employment Program



### STUDENT INFORMATION

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_ MCK Band #: \_\_\_\_\_

Date of Birth: \_\_\_\_\_  Male  Female  Other

Social Insurance Number: \_\_\_\_\_ Medicare Number: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Parent/Guardian Name: \_\_\_\_\_

### ACADEMIC INFORMATION

<input type="checkbox"/> Full-time high school student returning to high school in September 2018.	High School Students:
<input type="checkbox"/> High school graduate entering a full-time post-secondary institute in September 2018	Grade entering: _____
<input type="checkbox"/> Full-time college/CEGEP student returning to full-time studies in September 2018	Post-Secondary Students:
<input type="checkbox"/> Full-time university student returning to full-time studies in September 2018	Major/field of study:
<input type="checkbox"/> University graduate of this year	_____
<input type="checkbox"/> Adult education graduate of this year attending full-time post-secondary studies in September 2018	_____

I am registered with the Kahnawake Education Center (*Applicants who are entering or continuing in post-secondary studies*)

I am included a copy of my acceptance letter from my school (*Applicants who are entering a new CEGEP/university*)

☞ A KSSEP Info & Prep Session will be offered on Wednesday, May 2, 2018 from 6:30 – 8:00 pm at Tawatohni'saktha. This session is to assist students with their summer job search and to learn about the program. **Please RSVP** with Onawa K. Jacobs, Program Manager, at [onawa.jacobs@kedc.biz](mailto:onawa.jacobs@kedc.biz).

*I declare the above information to be true and accurate and I have read and reviewed the 2018 KSSEP Student Guidelines. I also give permission for Tawatohni'saktha to verify my band number and post-secondary registration information:*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

All applications must be either: 1) submitted online; 2) received at the Tawatohni'saktha office on the 3rd floor of the Kahnawake Business Complex; 3) faxed to (450) 638-3276 to the attention of the KSSEP Program Manager; 4) mailed to P.O. Box 1110, Kahnawake, QC J0L 1B0, to the attention of the KSSEP Program Manager; or 5) scanned and sent to [onawa.jacobs@kedc.biz](mailto:onawa.jacobs@kedc.biz). You are required to submit a copy of your resume with this Registration Form.



*All KSSEP guidelines and application forms are available online.  
In efforts to save paper, we encourage you to use them at  
[www.tewa.ca/kssep](http://www.tewa.ca/kssep).*

