



## Canada Summer Jobs - Employee Consent Form

The information collected in this form will be used to determine your eligibility for Canada Summer Jobs (CSJ) and for subsequent analysis, research or evaluation purposes. Completion of this form is mandatory.

Employment and Social Development Canada (ESDC), on behalf of the Government of Canada, is responsible for the evaluation of the Youth Employment and Skills Strategy (YESS) programs in order to ascertain how beneficial these are to YESS participants. You are being asked to complete this form because your employer is approved to receive government funding in order to create this work experience. In order to conduct the evaluation activities, your Social Insurance Number will be used to link your employment and income information from ESDC and other sources (i.e. Canada Revenue Agency for income level). Accurate information is essential for ESDC to evaluate the program and conduct participant surveys to ensure that the YESS programs meet your needs. ESDC will also use this information for ESDC YESS program file management and reporting of ESDC's YESS program results. If you have any questions or concerns throughout this employment, please feel free to contact [Service Canada](https://www.canada.ca/en/employment-social-development/corporate/contact/canada-summer-jobs.html): (<https://www.canada.ca/en/employment-social-development/corporate/contact/canada-summer-jobs.html>).

The collection and use of your information by ESDC is allowed by the *Department of Employment and Social Development Act*. The information collected and its retention period are described in the Personal Information Bank ESDC PPU 706.

The information is handled according to the *Privacy Act* which gives you the right to access and correct your personal information.  
[Instructions for obtaining your information](https://www.tbs-sct.gc.ca/hgw-cgf/oversight-surveillance/atip-airpr/ai/iapih-rprf-eng.asp): (<https://www.tbs-sct.gc.ca/hgw-cgf/oversight-surveillance/atip-airpr/ai/iapih-rprf-eng.asp>).

Legal organization name (as per the CSJ agreement):	Project Number:
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### Employee Information

<input type="checkbox"/> I have reviewed the workplace health and safety information on the " <a href="#">Young Workers</a> " website and agree to take responsibility in maintaining a safe work environment for my co-workers and myself.  Date of Birth (YYYY-MM-DD) _____		
Surname (as appears on social insurance document)		Given name and initials (as appears on social insurance document)
Social insurance number (SIN) (999 999 999)	Email address	
Permanent address		City
Province/Territory	Postal code (A1A 1A1)	Telephone number (999) 999-9999
Name of educational institution last attended		Field of study
Is this your first work experience? <input type="radio"/> Yes <input type="radio"/> No	In your opinion, is this job related to your field of study? <input type="radio"/> Yes <input type="radio"/> No	I was registered as a student in the previous academic year. <input type="radio"/> Yes <input type="radio"/> No
I intend to return to school in the upcoming academic year.		<input type="radio"/> Yes <input type="radio"/> No
If you are not currently a student, how long have you been out of the education system? <input type="radio"/> Less than 6 months <input type="radio"/> 6 months to 1 year <input type="radio"/> Over 1 year <input type="radio"/> Over 5 years		
Highest level of education completed <input type="radio"/> Elementary <input type="radio"/> Secondary completed <input type="radio"/> Secondary incomplete <input type="radio"/> Post-secondary completed <input type="radio"/> Post-secondary incomplete <input type="radio"/> University incomplete (1 or more years) <input type="radio"/> University degree		
Residency status <input type="radio"/> Canadian Citizen <input type="radio"/> Permanent Resident <input type="radio"/> Refugee under the <i>Immigration and Refugee Protection Act</i> *see definition on page 2		

### Information on employment equity (Mandatory)

Gender <input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Another gender <input type="radio"/> Prefer not to answer		Member of a visible minority <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Decline to answer
Person with disability <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Decline to answer	What is the language that you first learned and still speak? <input type="radio"/> English <input type="radio"/> French <input type="radio"/> Other _____	
Indigenous group <input type="radio"/> Registered on-reserve <input type="radio"/> Registered off-reserve <input type="radio"/> Non status <input type="radio"/> Metis <input type="radio"/> Inuit <input type="radio"/> N/A <input type="radio"/> Decline to answer		
Recent Immigrant *see definition on page 2 <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Decline to answer		

**Employee consent to release information**

I,	the undersigned, give my consent to	
_____ (Name of Employee)	_____	_____ (Name of Employer)
to release the information contained in this form regarding my participation in CSJ to ESDC. I acknowledge that the information is collected and administered in accordance with the Privacy Act and applicable privacy laws, and that it may be used to determine my eligibility for the YESS program and provided to ESDC for the evaluation and accountability of the YESS program.		
_____ <b>Employee Signature</b>	_____	_____ <b>Date (YYYY-MM-DD)</b>

**Canada Summer Jobs Basic Eligibility Criteria**

Employee must:

- Be between 15 and 30 years of age at the start of the employment.
- Be a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada under the *Immigration and Refugee Protection Act*.
- Be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations. International students are not eligible participants. Recent immigrants are eligible if they are Canadian citizens or permanent residents.

**Definitions**

**Recent Immigrant:** is a person who has moved from their country of origin (their homeland) to another country to become a citizen of that country and has been in that country for less than 5 years.

**Refugee:** is a person who has been forced to leave their country in order to escape war, persecution, or natural disaster.

**Employee Information**

The employer may complete this section on behalf of the employee, provided the employee reviews the information and signs the paper copy of the form, as proof of consent to share the information with ESDC. A copy of the signed consent must be maintained in the employer's files and may be verified when the project is monitored.

It is mandatory to provide the employee's contact and personal information as identified at the beginning of this section. The name of the employee entered should match the name used on their SIN card as this will be used to verify eligibility.

**Responding to the questions on Gender, Member of a visible minority, Person with disability, Indigenous group, and Recent immigrant is mandatory, and is requested for program evaluation purposes.**

As mentioned above, the Employee Consent to Release Information section must be signed and dated by the employee as this is the consent to release to ESDC officials the information contained in the form.