

# SUMMER CAREER PROGRAM



Kanesatake Employment & Training Service Center  
14-C Joseph Swan Road  
Kanesatake, Quebec, J0N 1E0  
Tel.: (450) 479-8373 ext. 301/302  
Fax : (450) 479-1103  
E-mail : [ketsc@kanesatake.ca](mailto:ketsc@kanesatake.ca)

## Criteria and procedures for students and employers

### WORK EXPERIENCE – STUDENT EMPLOYMENT SUMMER CAREER PROGRAM (SCP)

#### PURPOSE:

To enable students to acquire work experience relevant to their chosen field of study.

#### SERVICES OFFERED

- KETSC only provides the career placement program during the summer.
- Provide a wage subsidy in order to integrate full-time secondary and post-secondary students into the labour market to acquire relevant experience in their branch of learning.

#### ELIGIBILITY CRITERIA

The promoter must meet the following criteria:

- The project promoter(employer) must have physical premises from which it operates.
- Be a private sector employer or a legally recognized non-profit organization.
- Provide work experience, enriching training experience and positive supervision.
- Submit a copy of the job description on an official letterhead document of the promoter (employer).
- It is mandatory that the project activities take place at the business workplace.
- Provide work experience relating to the students area of interest.

The student participant must meet the following criteria:

- Be a student and be enrolled full-time education<sup>1</sup> for the following fall (written)
- Must be a registered band member of the Mohawks of Kanesatake and living in J0N 1E0.
- Must be between 15 and 30 years of age before July 1 of the current year.
- A copy of the last report card is required
- The summer job must be relevant to the participant's field of interest.

\*Documents required: Copy of band card, copy of birth certificate, proof of residence, school transcript, school registration. Application and documents must be sent to: [KETSC@kanesatake.ca](mailto:KETSC@kanesatake.ca).

Non-mandatory expenses such as union dues, contributions to pension plans, retirement plans and life insurance,

### GENERAL CONDITIONS IN THE SUMMER CAREER PROGRAM (SCP)

PROJECT DURATION \*Depending on availability of funds the duration of weeks may differ

The duration of the projects is determined by KHRO according to student's level of education.

High School = 6 weeks

CEGEP = 10 weeks

University = 12 weeks

#### WORK HOURS

Employment must be for a minimum of thirty (30) hours a week. Must respect the pre-determined number of hours allocated by KETSC.

#### TERMS AND CONDITIONS

The jobs must not lead to the dismissal of a current employee or volunteer worker or to the replacement of an employee who has been laid off and is awaiting recall, or who is on medical or maternity leave or absent because of a work stoppage due to a labour –management dispute.

The created jobs cannot be double-funded or funded by any other contributions or governmental subsidies.

All applications will be considered using a client based approach.

Employment may not extend beyond the beginning of the current school year.

**Summer Career Program (SCP): Coordination of employer and student applications will be done by KETSC by matching up student choices with job opportunities.**

<sup>1</sup> Post-secondary students must be enrolled in four (4) courses or more.

**For more information contact: Michelle Lamouche, KETSC Manager Call: 450-479-8373 Ext. 302 or Email: [ketsc@kanesatake.ca](mailto:ketsc@kanesatake.ca)**

**2020 SUMMER CAREER PROGRAM-APPLICATION FORM**  
Must be between 15 to 30 years old

**1. PERSONAL INFORMATION**

Name:			
Address:			
Home Telephone #:		Band Number:	
Mobile Telephone #:		Date of Birth: (dd/mm/yy)	
E-mail address:		Social Insurance Number:	
Do you have a driver's license?	<input type="checkbox"/> NO	<input type="checkbox"/> YES	Class(es)

**2. EDUCATION BACKGROUND**

Are you presently attending school	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Name of School		
Address:		
Telephone		
Field of Study:	Program:	
Grade Level:		

**3. LANGUAGE SKILLS** Please indicate your level of fluency in the sections below.

	Spoken	Written	Reading
English	Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Fluent <input type="checkbox"/>	Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Fluent <input type="checkbox"/>	Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Fluent <input type="checkbox"/>
French	Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Fluent <input type="checkbox"/>	Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Fluent <input type="checkbox"/>	Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Fluent <input type="checkbox"/>
Mohawk	Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Fluent <input type="checkbox"/>	Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Fluent <input type="checkbox"/>	Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Fluent <input type="checkbox"/>

**4. PREVIOUS EMPLOYMENT/VOLUNTEER WORK**

Employer name:	Position held:	Start date:	End date:

**5. ADDITIONAL SKILLS**

List any other additional skills or personal attributes and interests which you possess that would help you in your summer student employment. (i.e.: typing, computer knowledge, working with others, etc.)

**6. Please review the job list below and indicate which ones you are interested in applying for.**

Employer 1:	Related skills:
Employer 2:	Related skills:
Employer 3:	Related skills:

**E-mail your signed and fully completed application form to [ketsc@kanesatake.ca](mailto:ketsc@kanesatake.ca) along with your cover letter and CV by the deadline of **Sunday, June 14, 2020 at 4pm**. KETSC will communicate with you by phone or email.**

<b>Student signature:</b>	<b>Date:</b>
<b>KETSC Representative signature:</b>	<b>Date:</b>

For more information or a pdf version of this form go to the following link  
<https://kanesatake.ca/wp/ketsc/summer-student-information/>

**Summer Job List**

EMPLOYER	CONTACT	ADDRESS	#	JOB	EDU.
The Eastern Door	Steve Bonspiel	Kahnawake	1	Reporter/work from home	U
Economic Development	Karyn Murray	681, Ste-Philomene, Kanesatake	4	Agricultural worker	H/C/U
CPE Tsi Rontswa'takhwa	Melissa Simon	407A, Ste-Philomene, Kanesatake	1	Assistant Educator	H/C
CPE Tsi Rontswa'takhwa	Melissa Simon	407A, Ste-Philomene, Kanesatake	1	Building Attendant	H/C
Club de Golf Oka	Normand Giroux	345, St-Michel, Kanesatake	1	Grounds Keeper	H/C
Kanesatake CrossFit	Stephanie Lacroix	1401, Ste-Philomene, Kanesatake	2	Junior barista	H
MCK	Caroline Dussault	681, Ste-Philomene, Kanesatake	3	Community Service Worker	H/C
Karenhatase Karhata'keha	Susan Gabriel	17, Ahsennenhson, Kanesatake	2	Farm worker	H/C
Mohawk Multimedia Inc.(RKR)	Sylvain Gaspé	P.O. box 4004, Kanesatake	1	Voice Actor & Writer/work from home	H/C/U
Mohawk Multimedia Inc.(RKR)	Sylvain Gaspé	P.O. box 4004, Kanesatake	1	Radio Reporter/work from home	U
Nations Garlic	Valerie Gabriel	50, Karenhatase, Kanesatake	1	Agricultural Labourer	H

Education (EDU.)	H = High School	C = CEGEP/College	U = University
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## Notes for filling out this file

1. Click on any form and start typing to enter your information
2. Date fields have a calendar you can use to choose the date. Click on the down arrow that appears when you select the field
3. You may ignore the signature fields to sign them at KETSC offices
4. If you do not know how to fill out a specific field the Employee Counsellor at KETSC will help you complete the form during your appointment with them
5. There is a Print button at the top of this form. Click on it to open the print dialog box to print the document
6. There is a Clear Form button at the top of this form. Click on it to remove ALL the Information you filled in

## Options for submitting this file before your appointment

You have multiple options to make your appointment go quicker by filling out this form before your appointment with your employment counsellor, they are as follows:

1. Fill out this form as completely as you can, save the file and email it to [ketsc@kanesatake.ca](mailto:ketsc@kanesatake.ca) using the form title as the subject so the employment counsellor has access to the forms you filled out before your appointment.
2. Fill out this form as completely as you can and print this document and bring it in when you come in for your appointment
3. If you are familiar with Adobe PDF files and Digital signature you may digitally sign your document and email it to [ketsc@kanesatake.ca](mailto:ketsc@kanesatake.ca)

If you require additional help with Adobe PDF or would like to learn more, you can click on the following link.

<https://helpx.adobe.com/ca/acrobat/using/filling-pdf-forms.html>