

# Application guidelines



## Young Canada Works - Overview

The Young Canada Works program in both official languages provides grants to employers who want to hire students for summer positions. The program can cover 50% of the student's salary if you are a private company, and up to 70% of the salary if you are a not-for-profit organization.

The program has several purposes and one of them is to familiarize students with a different region in Canada as well as to provide a work experience in both official languages. **For this reason, the students must be willing to travel to a location that is at least 125km away from their permanent place of residence for the position.** The program also covers part of the students' transportation costs between their usual place of residence and their new location (this is a roundtrip train or plane ticket, or the mileage). **Moreover, we offer an hourly wage increase of \$1.35 to help students finance their housing at the new location (there are some restrictions in the allocation of the salary increase).**

The Young Canada Works program aims at developing the practice of both official languages among students, more specifically the practice of their second official language. In this regard, the program encourages the organizations and companies positioned within official language minority or rural communities to apply.

## **Requirements for students**

You are eligible if you:

- are a Canadian citizen or a permanent resident, or have refugee status in Canada;

**Note:** Non-Canadian students holding temporary work visas or awaiting permanent status are not eligible.

- are legally entitled to work in Canada;
- are between 16 and 30 years of age at the start of employment;
- meet the eligibility criteria of the program for which you are applying;
- are registered in the YCW on-line candidate inventory;
- are willing to commit to the full duration of the work assignment;
- do not have another full-time job (over 30 hours a week) while employed with YCW;
- have been a full-time student (as defined by your educational institution) in the semester preceding the YCW job;
- intend to return to full-time studies in the semester following the YCW job;
- **are willing to travel 125km or more for your job.**

All these criteria must be taken into account before the student is hired. The only optional criterion is the willingness to travel 125km or more. Companies and organizations that are situated in remote and rural communities are allowed to hire local students as a measure to prevent rural exodus (there are some restrictions. This must be approved by your delivery organization).

## Steps to submit an application

# Application guidelines 2014 summer jobs

Go to the following website:

<https://www.youngcanadaworks.ca/>

**Note:** For employers who have made an application last year, you must use the same account and password (Multi-year accounts now in place). There is an option to change the program year at the top of every page on the interactive website. Please see the image below.



New Employers:

1. Go to [www.youngcanadaworks.gc.ca](http://www.youngcanadaworks.gc.ca)
2. Click on LOGIN in the menu bar (on the right hand side).
3. At the bottom of the page, go to the section “Employer Applicants” and “New Employers: click here to create an YCW account and submit a job application!”
4. Follow the 5 steps.
5. Make sure you select the « Young Canada Works in both official languages » case **only**.

**Employer Profile**

2 Step 2 of 5  
Program Selection

**Program Selection**

**We are requesting funding for:**

**Student Summer Jobs**

Young Canada Works in Heritage Organizations

Young Canada Works in Both Official Languages

Languages at Work \* (3 Weeks)

Languages at Work \* (6-8 Weeks)

\* The Languages At Work program is specifically offered to targeted regions of Canada. Please contact the Fédération de la jeunesse canadienne-française (the Delivery Organization for Languages at Work) to confirm whether you are located within an eligible region.

6. Choose the Conseil de la coopération de l'Ontario as your delivery organization if the job you want to offer is in Ontario. If it is not, choose the delivery organization of the province where employment will be offered.
7. In the budget section, you cannot ask for more than 70% of the proposed salary. Moreover, the employment must last between 6 and 16 weeks (30 to 80 days).
8. In the last sections, you will be asked to provide a description of the students' tasks as well as a work plan. The more detailed this section will be completed; the easier it will be for us to assess your application.
9. Please make sure you submit your application at the end of the eighth step. Your application won't be considered if it is not submitted by February 3<sup>rd</sup>, 2014.

The deadline for applications is **February 3<sup>rd</sup>, 2014.** No applications will be accepted after this date.

For more information:

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