



## Indigenous Skills & Employment Training Program

### New Brunswick Aboriginal Peoples Council

320 St. Mary's St. Fredericton, NB E3A 2S4

Tel: (506) 458-8422 / 1-800-442-9789 Fax: (506) 451-6138

*"Serving the Employment Needs of the Off-Reserve Aboriginal Community"*

### **Employers & The Summer Student Placement Program 2024**

The ***NBAPC-ISETP Summer Student Placement Program*** is just around the corner. Every year the ISETP Department offers students an opportunity to apply for summer employment. Students who wish to obtain a summer job in order to learn new skills and gain valuable work and life experience are encouraged to apply. Employers who are interested in hosting a summer student can also apply. Students and employers can contact our offices to have the appropriate application form mailed or faxed to them. When contacting our offices please specify whether you require the student application form or the employer application form. The deadline for application is **Friday, April 26, 2024 at 4:30pm.**

When applying to host a student in the Summer Student Placement Program remember:

- The employer must provide a safe working environment for the student.
- Only Off-Reserve Aboriginals who are residents of New Brunswick between the ages of 16-30 at the time the summer placement (summer 2024) can be placed with an employer.
- Students must be supervised by the employer or a designated existing staff member at the work site during the placement.
- Any issues that may arise during the placement must be reported immediately to the ISETP department.
- Priority will be given to students enrolled in post-secondary education.
- A student's resume must accompany every student application form to be considered for an employment placement.
- Proof of enrollment in school currently and in the fall of 2024 must accompany every student application form.
- Every effort is made to place students at organizations where they will gain meaningful skills and/or learn to perform duties related to their training/career goals.
- Every effort is made to place students at non-profit organizations, organizations that are community minded and/or help provide the community with meaningful services.

**COMPLETED APPLICATIONS MUST BE RECEIVED BY THE NBAPC-ISETP DEPARTMENT NO LATER THAN 4:30PM FRIDAY, APRIL 26, 2024. STUDENT APPLICATIONS MUST INCLUDE A RESUME AND PROOF OF ENROLLMENT IN SCHOOL FOR THE CURRENT YEAR AND FALL 2024. APPLICATIONS WITHOUT THIS INFORMATION WILL NOT BE CONSIDERED.**

# EMPLOYER



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[www.nbapc.org](http://www.nbapc.org)

### **Employer Request for Summer Student Application Form**

Business Name: \_\_\_\_\_ Phone#: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Fax#: \_\_\_\_\_  
Address: \_\_\_\_\_ E-mail: \_\_\_\_\_  
\_\_\_\_\_ Website: \_\_\_\_\_  
\_\_\_\_\_ Non-Profit/Not for Profit: Yes / No

Description of Services Offered by Business Applying for a Summer Student:

Description of Expected Duties, Tasks, etc... to be Performed by a Summer Student:

Description of Required Skills Student Must Already Possess to Work at Applying Business

Explanation why Business Requires Funding Assistance for a Summer Student:

\_\_\_\_\_  
\_\_\_\_\_

Earliest Possible Start Date for Student: \_\_\_\_\_ Latest Possible Start Date for Student: \_\_\_\_\_

Number of Students Requested: \_\_\_\_\_

Percentage of Student Wages Business can Contribute \_\_\_\_\_%

\_\_\_\_\_  
Business Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employment Counselor Signature

\_\_\_\_\_  
Date

**Summer Students that may be available to employers within this program are between the ages of 16 to 30 at the time of the placement, are Off-Reserve Aboriginals who will be attending school or training in the fall and are NB residents. Employer applications that are incomplete will not be processed. DEADLINE: Friday, April 26, 2024 4:30pm**