



Building skills for Canada's bio-economy
Un monde de ressources pour la bioéconomie canadienne

Career Focus Program Employer Eligibility Assessment

In order to ensure that employers are eligible to participate in the program, the program manager needs to do an eligibility assessment of each potential employer. Only those which pass the eligibility criteria are eligible for wage subsidies for eligible participants. Reminder: the program is open to all organizations which are part of the economic sector represented by BioTalent Canada.

PARTICIPANT'S FILE NUMBER (completed by BioTalent Canada)

CF2015 -2016- _____

Section A

Company Information

1	NAME OF EMPLOYER:	2	DATE OF ASSESSMENT: (SPELL MONTH) _____/_____/20____
3	EMPLOYER'S COMPLETE ADDRESS:	4	LOCATION OF PLACEMENT:
5	CONTACT AT EMPLOYER:	6	EMAIL ADDRESS:
7	EMPLOYER PHONE NUMBER: (____) _____ - _____ EXT.	8	EMPLOYER FAX NUMBER: (____) _____ - _____
		9	EMPLOYER WEBSITE: WWW. _____

Section B

Participant Information (if you have already found the candidate)

1	NAME OF PARTICIPANT:	2	PLACEMENT START DATE : (SPELL MONTH) _____/_____/20____
3	POSITION:	4	ANNUAL SALARY
		5	PAY PERIOD: <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Semi-Monthly <input type="checkbox"/> Monthly <input type="checkbox"/> Other: _____

Section C

Company Eligibility Criteria

- | | Yes |
|--|--------------------------|
| 1. Will provide a minimum of \$1 for each \$1 of wage subsidy, proof of which is to be provided to the BioTalent Canada during the participant placements after the participant has been paid? | <input type="checkbox"/> |
| 2. Will not recruit and retain friends or family members as participants to the Career Focus Program? | <input type="checkbox"/> |
| 3. Will use www.biotalent.ca/firstjobinbio and www.biotalent.ca/wagesubsidies to inform potential participants what their involvement in the Career Focus Program will entail? | <input type="checkbox"/> |
| 4. Will provide participant placement(s) for minimum of 3 months and maximum of 12 months? | <input type="checkbox"/> |
| 5. Will provide for full-time work for participants (at least 30 hours per week)? | <input type="checkbox"/> |
| 6. Will register as an employer on The PetriDish, and post an advertisement for this job if required. | <input type="checkbox"/> |
| 7. Will provide proof of employment, start date, contract with participant, full wage and benefits of participant to BioTalent Canada? | <input type="checkbox"/> |
| 8. Will provide data to BioTalent Canada as required? | <input type="checkbox"/> |
| 9. Will develop a learning plan <u>with</u> the Participant? | <input type="checkbox"/> |
| 10. This position must not be funded by another Federally funded program like IRAP, Mitacs, etc. | |

Section D

Additional Required Documents for Assessment

The company has included the following documents with this application:	Yes	No
1. A brief Company description	<input type="checkbox"/>	<input type="checkbox"/>
2. Participant Application form signed	<input type="checkbox"/>	<input type="checkbox"/>
3. Participant's Job Description	<input type="checkbox"/>	<input type="checkbox"/>
4. Résumé of the Participant	<input type="checkbox"/>	<input type="checkbox"/>
5. A copy of the participant's degree/diploma or certificate	<input type="checkbox"/>	<input type="checkbox"/>
6. The Learning Plan	<input type="checkbox"/>	<input type="checkbox"/>

Section E

Company Authorization

I have read and understand **The Career Focus Program** application forms. I give my consent to BioTalent Canada to release any information regarding my application and participation to Human Resources and Skills Development Canada (HRSDC). I acknowledge that the information here is collected and administered in accordance with the Privacy Act and may be used by third party providers for HRSDC accountability purposes.

1 NAME:	2 TITLE:
3 SIGNATURE:	4 DATE:(SPELL MONTH) _____/_____/20____

Section F

Language preference for correspondence: English ☐ French ☐

Section G

Submit Application

Please forward the completed application package by email, fax, mail or courier to:

The Career Focus Program
BioTalent Canada
85 Albert Street, Suite 1100
Ottawa, ON K1P 6A4

careerfocus@biotalent.ca
Fax: (613) 233-7541