



# STUDENT EMPLOYMENT AND EXPERIENCE DEVELOPMENT PROGRAM (SEED)

## Student Summer Employment Component

### EMPLOYER WORK ORDER FORM

#### Part 2

(Formulaire disponible en français)

**INCOMPLETE FORMS WILL BE RETURNED / PLEASE PRINT CLEARLY**

<p>Name of Employer:</p> <input style="width:95%;" type="text"/>  <p>Department Code (If applicable):</p> <table border="1" style="width:100%; height: 20px;"> <tr> <td style="width:30%;"></td> <td style="width:70%;"></td> </tr> </table> <p>Address of Employer:</p> <input style="width:95%;" type="text"/>  <p>City, Town, Village:      Province:      Postal Code:</p> <table border="1" style="width:100%; height: 20px;"> <tr> <td style="width:30%;"></td> <td style="width:20%;"></td> <td style="width:50%;"></td> </tr> </table>						<p style="text-align: center;"><b>Office Use Only</b></p> <p>Work Order No. <input style="width:80%;" type="text"/></p> <p><input type="checkbox"/> Mr. Name of Contact Person: <input style="width:70%;" type="text"/></p> <p><input type="checkbox"/> Ms. <input style="width:70%;" type="text"/></p> <p>Telephone Number: <input style="width:40%;" type="text"/>      Fax Number: <input style="width:40%;" type="text"/></p> <p>E-mail address: <input style="width:95%;" type="text"/></p>

### JOB INFORMATION

Job Title

Number of Positions	<input style="width:15px; height:15px;" type="text"/>	<input style="width:15px; height:15px;" type="text"/>	Weeks / Job	<input style="width:15px; height:15px;" type="text"/>	<input style="width:15px; height:15px;" type="text"/>	Start Date (YYYY/MM/DD)	<input style="width:40px; height:15px;" type="text"/>	Salary per Hr.\$	<input style="width:40px; height:15px;" type="text"/>
---------------------	---	---	-------------	---	---	-------------------------	---	------------------	---

	Institution Type					Education Code				
H	C	U	Minimum Year	Maximum Year						Language
Education Requirement	<input style="width:15px; height:15px;" type="text"/>	<input style="width:15px; height:15px;" type="text"/>	<input style="width:15px; height:15px;" type="text"/>	<input style="width:40px; height:15px;" type="text"/>	<input style="width:40px; height:15px;" type="text"/>	<input style="width:15px; height:15px;" type="text"/>	<input style="width:15px; height:15px;" type="text"/>	<input style="width:15px; height:15px;" type="text"/>	<input style="width:15px; height:15px;" type="text"/>	<input style="width:40px; height:15px;" type="text"/>

Skill Codes (Annex B)	<input style="width:40px; height:15px;" type="text"/>	<input style="width:40px; height:15px;" type="text"/>	<input style="width:40px; height:15px;" type="text"/>	<input style="width:40px; height:15px;" type="text"/>	<input style="width:40px; height:15px;" type="text"/>
Computer Skill Codes (Annex C)	<input style="width:40px; height:15px;" type="text"/>	<input style="width:40px; height:15px;" type="text"/>	<input style="width:40px; height:15px;" type="text"/>	<input style="width:40px; height:15px;" type="text"/>	<input style="width:40px; height:15px;" type="text"/>
Location code - where work is to take place (Annex D)	<input style="width:40px; height:15px;" type="text"/>	<input style="width:40px; height:15px;" type="text"/>	<input style="width:40px; height:15px;" type="text"/>	<input style="width:40px; height:15px;" type="text"/>	<input style="width:40px; height:15px;" type="text"/>
Location codes - where student could be referred (Annex D)	<input style="width:40px; height:15px;" type="text"/>	<input style="width:40px; height:15px;" type="text"/>	<input style="width:40px; height:15px;" type="text"/>	<input style="width:40px; height:15px;" type="text"/>	<input style="width:40px; height:15px;" type="text"/>
	<input style="width:40px; height:15px;" type="text"/>	<input style="width:40px; height:15px;" type="text"/>	<input style="width:40px; height:15px;" type="text"/>	<input style="width:40px; height:15px;" type="text"/>	<input style="width:40px; height:15px;" type="text"/>

Please give a brief description of job and duties.