

Digital Skills for Youth - Internship Program
INTERNSHIP HOST ORGANIZATION (IHO) APPLICATION

Please submit this completed form to internal@pinnguaq.com

EMPLOYER INFORMATION	
1. Legal Business Name	2. Doing Business As
3. Does your company have under 100 employees? <input type="checkbox"/> Yes <input type="checkbox"/> No	4. Does your company have legal status in Canada? <input type="checkbox"/> Yes <input type="checkbox"/> No
5. Does your company have capacity to host internships? <input type="checkbox"/> Yes <input type="checkbox"/> No	6. Does your company have the capacity to provide intern training and support? <input type="checkbox"/> Yes <input type="checkbox"/> No
7. Employer Type <input type="checkbox"/> Profit <input type="checkbox"/> Non For Profit	8. Business Number
9. Contact Name	
10. Address	11. Address where work being performed (if different)
12. Contact Telephone	13. Contact Email
14. The applicant will, upon approval as an IHO, endeavour to recruit qualified interns from the following underrepresented groups: Indigenous people/official languages minorities/persons with disabilities/visible minorities/women <input type="checkbox"/> Yes <input type="checkbox"/> No	
15. Number of internships applied for	
16. Brief history and description of organization (including mandate)	
17. Purpose of funding request	
18. Brief description of recruitment and hiring process for interns	

PROPOSED INTERNSHIP						
1. Job Title			2. Proposed start date of internship		3. Proposed end date of internship	
4. Days of work per week		5. Hours of work per day	6. Total number of weeks	7. Total number of hours (= Box 4 x Box 5 x Box 6)		
8. Intern rate of pay (\$/hr)			9. Total trainee wages (= Box 7 x Box 8)			
10. Estimated mandatory employer costs				11. Total wage cost of intern placement (= Box 9 + Box 10)		
12. Pinnguaq contribution amount (not to exceed 50% of total wage costs above to a maximum of \$9,000)						
13. Job Description, Work Plan and Mentoring Arrangement (attach additional information if necessary)						

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To apply for more than two internships, add additional sheets in the above format as necessary.

I hereby certify that the information contained in this application is true and correct to the best of my knowledge and belief.

Employer Name		Employer Title	
Employer Signature		Date	

The Digital Skills for Youth Program is a non-repayable contribution program which aims to combine valuable work experience and training related to digital skills for underemployed recent post-secondary graduates so that they can successfully transition and participate in the new digital economy and is delivered under the Career Focus (CF) stream of the Government of Canada's Youth Employment Strategy (YES). The Pinnguaq Association is an approved Recipient of the Digital Skills for Youth Program.

With funding from

