

APPLICATION GUIDE

This guide identifies the eligibility requirements for the new Career Internship Program, and gives you important information on how to complete the application form.

Questions? Contact us at 1.800.505.8998 or internship@cbt.org

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PROGRAM INFORMATION

WHAT IS THE CAREER INTERNSHIP PROGRAM?

Our **Career Internship Program** provides eligible employers with up to 50 per cent of an Intern's salary (up to \$25,000 over a seven to 12 month term) for full-time, career-focused positions that lead to permanent employment. This program is designed to support employers with expanding their teams, building capacity, and hiring and training emerging professionals at a reduced cost to the business or organization. Post-secondary graduates will have the opportunity to develop skills and experience in their chosen field, and gain meaningful and sustainable employment. The program will also inspire graduates to return to, move to, or stay in the Basin.

To be eligible, the Intern position must be:

- a **new, permanent position** within the organization; or
- a placement to **succession into an existing, permanent position**.

WHO CAN APPLY?

Eligible employers are businesses, registered non-profits, municipalities, regional districts and Indigenous organizations within the Columbia Basin Trust region (ourtrust.org/map) that have a demonstrated fiscal and organizational need for an Intern and wage funding. Employers must meet all other eligibility requirements below.

WHEN IS THE APPLICATION DEADLINE?

We start accepting and reviewing applications on a first-received, first-served basis on **February 22, 2018 1:00 pm PST / 2:00 pm MST**. Incomplete applications will not be considered until all missing information is provided. Applications are accepted on an ongoing basis until all funding for the program has been committed.

HOW MUCH CAN I APPLY FOR?

Successful applicants will be eligible to receive **up to 50 per cent** of the Intern's salary (to a maximum of \$25,000 over a seven to 12 month internship).

WHY IS THE INTERNSHIP CONSIDERED A PERMANENT POSITION?

The intention of this program is for the Intern to become a permanent employee after the internship ends. The Intern will be considered a full-time employee at the time of hire, and not on a short-term contract like traditional internships.

WHAT ARE THE ELIGIBILITY REQUIREMENTS?

Job Criteria

Funding will be considered for internships that:

- are a full-time position for seven to 12 months;
- are a new, full-time position within the organization or will succession into an existing full-time role;
- lead to permanent employment after the internship;
- offer meaningful, professional employment with responsibilities appropriate to the skills and education of the Intern;
- provide training and professional development opportunities;
- provide supervision and mentoring in a positive, safe working environment;
- offer a salary that reflects the market wage rate for the position;
- will not result in the displacement of a current employee;
- are not eligible for existing sector-specific Intern programs in the science, technology, engineering, mathematics, environmental, mining and agriculture sectors;
- are not Industry Training Authority (ITA) apprentice positions; and
- require the Intern to work in the Columbia Basin Trust [region](#).

Employer Criteria

To be eligible for the Career Internship Program, the business or organization must:

- demonstrate how this wage funding will support the organization to build capacity and achieve its business goals;
- demonstrate a fiscal and organizational need for the internship and wage funding;
- be committed to providing permanent employment within the organization or at a partner agency after the internship;
- outline the position's key responsibilities and qualifications;
- complete a training plan that demonstrates a commitment to the Intern's learning;
- be able to hire the Intern within three months of approval;
- not be receiving funding for the same Intern position from another wage subsidy program;
- have been in existence for more than one year;
- have a minimum of five permanent employees, excluding owners;
- be in good standing with BC Corporate Registry;
- have a WorkSafeBC account in good standing;
- adhere to labour laws; and
- be located and based in the Columbia Basin Trust [region](#).

Note: Limit of one application/Intern position per business/organization. A group of businesses under the same ownership will only be eligible to apply for one Intern.

Intern Criteria

The Intern must:

- have graduated from a post-secondary institution within the previous two years prior to the start of the internship;
- be residing in the Columbia Basin Trust [region](#) when the internship commences;
- not be a relative of the business owner, senior management or Board of Director;
- not be currently employed by the business or previously employed by the business within one year; and
- be legally able to work in Canada.

Wage Criteria

Employers will be required to top up the Intern's wages to reflect the market wage rate for the position. Find wage rates under Explore Careers by Wages at: <http://www.jobbank.gc.ca/>

Employers are expected to pay mandatory employment-related costs (MERCs), including Employment Insurance, Canada Pension Plan, WorkSafeBC and four per cent vacation pay (or offer vacation days) in addition to the market wage rate, and may choose to offer extended benefits (such as medical, dental, etc) to the Intern.

WorkSafe BC Coverage

You must have a WorkSafeBC account in good standing and provide a clearance letter with your application. Get the form at:

www.worksafebc.com/insurance/managing_your_account/clearance_letters/default.asp

WHEN SHOULD THE INTERNSHIP COMMENCE?

You will have three months from the date of your application approval to recruit an eligible Intern and have them start in the position.

DOES THE PROGRAM HELP ME RECRUIT AND HIRE THE INTERN?

Successful applicants are responsible for recruiting and hiring the appropriate Intern for the position. A Program Advisor will be available to provide guidance and advice regarding best practices for hiring and working with Interns.

WHAT KIND OF ONGOING SUPPORT WILL I RECEIVE?

A Program Advisor will be available to support successful employers and Interns throughout the duration of the Program, to help contribute to the positive working experience of both Intern and employer. The Program will include in-person/telephone monitoring and check-ins with employers and Interns.

WHEN ARE WAGE PAYMENTS ISSUED AND WHAT DOCUMENTATION WILL I NEED TO PROVIDE?

- If your application is successful, you will be required to sign and meet the terms and conditions of a Contribution Agreement.
- Your wage funding will be issued in two to four installments, based on submission of satisfactory Interim and Final Reports.
- The first installment will be made available three months after the internship commences. Subsequent installments will be issued according to the payment schedule in your Contribution Agreement.
- Employers must keep accurate payroll records for Interns for submission to the Trust if requested.
- Employers and Interns will be required to complete a Final Report and Questionnaire at the end of the internship to measure the effectiveness of the program.

HOW DO I APPLY?

Applications are online and application instructions are described in the final section of this guide. We strongly encourage all applicants to carefully read the Application Information section of this document prior to filling out the application form.

We accept and review applications on a first-received, first-served basis. Incomplete applications will not be considered until all missing information is provided. A Program Advisor may contact you to discuss your application, and applicants will typically be notified of the decision within 25 business days. Applications are accepted on an ongoing basis until all funding for the program has been committed.

The Trust will strive to distribute funds equitably across communities and sectors within the Columbia Basin Trust region.

QUESTIONS?

Call toll free 1.800.505.8998 or email internship@cbt.org.

APPLICATION INFORMATION

USING THE ONLINE APPLICATION FORM

The Trust's online application system allows you to apply to various programs offered by the Trust. You will need to create an account to access application forms, save drafts and submit completed forms. Here are some tips for using the system:

- Only one application/Intern position will be considered per business or organization through the Career Internship Program.
- Drafts and submissions can be viewed once you have logged in.
- To ensure that your edits are saved, click the **Save Draft** button at the bottom of each page often, especially before navigating away from the page.
- **DO NOT CLICK YOUR BROWSER'S BACK BUTTON:** your application form will not auto-save and you will lose your work. However, the application form will auto-save when you click the **Next** and **Previous** buttons to navigate between pages.



- Keep your entries precise and clear. It is important to note that space in some sections is limited. Space allotment is identified in each section.
- Once you Submit the application form, you will no longer be able to make edits. **Do not submit until you have completed the application form in full.**
- You have the option to use a worksheet to prepare your application entries and/or collaborate with others involved in your project. The worksheet is a Word document and will not be accepted as your application to the program. All of the questions you will be asked on the online application form are included on this worksheet.

COMPLETING THE APPLICATION FORM QUESTIONS

APPLICANT INFORMATION

Organization/Business Legal Name

Enter the full legal name of your business, registered non-profit, municipality, regional district or Indigenous organization.

Organization/Business Operating Name

Enter your operating name, if different from above.

BC Registry Incorporation/Registration or Business Number

Enter your number here.

Organization/Business Mailing Address

Eligible employers must be based in the Columbia Basin Trust [region](#).

Location Intern will be working if different from mailing address above

Signing Authority Contact Information

If your application is successful, this contact will be required to sign a Contribution Agreement.

Primary Contact Information

Identify the person who will be directly responsible for this internship. We may contact this person to discuss your application and, if successful, this person will be our main contact throughout the duration of the internship.

Organization/Business Mandate (120 words)

Briefly describe your organization's purpose and mandate. Include the types of projects, programs and services you deliver and your operating budget.

Total Number of Employees

How many people are employed at your organization or business (excluding the business owners)? Please note: eligible employers must have a minimum of five permanent employees, excluding owners.

Date Organization was established

Eligible employers must have been in existence for more than one year.

Organization/Business Sector

What is the sector that best describes your business or organization?

Do you have WorkSafeBC Coverage?

Eligible employers must have a WorkSafeBC account in good standing. Provide your Account Number here. You will be required to upload a copy of your WorkSafeBC clearance letter in the *Supporting Documents* section of the application form.

Is your workplace unionized?

Please note that you may be required to provide proof that your Union has approved the proposed internship and permanent position.

INTERNSHIP DETAILS

Intern Job Title

Length of Internship

Indicate the number of months of the internship (between seven to 12 months).

Are you receiving a wage subsidy from a similar internship program to assist with funding this position?

Please note, wage funding will only be considered for internship positions that are not receiving funding from another wage subsidy program.

Provide a description of the role's key duties and responsibilities. (300 words)

Using point-form, describe the key duties and responsibilities expected of the Intern. Outline the day-to-day tasks and responsibilities of the position. Be accurate and avoid technical terms, acronyms and abbreviations.

What are the skills and qualifications required for this position? (200 words)

Using point-form, describe the must-have skills and qualifications that are required for the position.

Indicate the preferred educational background(s) you are seeking in an Intern. (75 words)

What post-secondary programs or field(s)-of-study are prospective Interns required to have graduated from to be eligible for this role?

Who will be the Intern's supervisor and mentor throughout the internship and what is their role within the organization? (120 words)

If the Intern's mentor will be different from their supervisor, include both.

Is this position new to the organization, or will it succession into an existing, full-time job?

The position must be a newly created role to meet the emerging needs of the business or organization, or it must address the training and preparation requirements of the organization's staff succession planning.

Is your organization committed to providing permanent employment after the internship ends?

Unlike traditional internships, eligible employers must intend to provide permanent employment after the internships ends.

Describe the purpose of the proposed Internship and how it will support your organization to build capacity and achieve your business goals. (200 words)

Describe how this position fits within the current structure of your organization. If the Intern will succession into an existing job, indicate why the position is becoming available. How will the internship help your organization build capacity, achieve an unmet operational need, and/or meet your business goals?

Help us understand your fiscal need for this wage funding. Why do you require funding for this Intern position? (150 words)

If you do not receive funding from the Career Internship Program, would you be able to hire someone to fill the role?

Choose one of the options provided.

TRAINING PLAN

A key component of this internship is to incorporate structured learning into the employment experience to best train and prepare the Intern for long-term employment. The purpose of the plan is to:

- indicate the main learning objectives required for the position; and
- identify internal and external training opportunities.

What will the Intern's main learning objectives be throughout the placement?

At the end of the internship, what are the main skills or knowledge you expect the Intern to have gained as a result of the placement? For example:

Support the Intern to develop strong project planning and management skills and provide opportunities for them to apply these skills throughout the internship.

List the proposed training opportunities and activities that will support the Intern's ability to achieve the learning objectives above and meet the requirements of the job.

INTERNSHIP WAGE AND FUNDING SOURCES

To calculate the contribution that the Trust can consider, enter the Intern's monthly salary, the monthly mandatory employer related costs and benefits, and the total length of the internship (between seven to 12 months). The form will then auto-calculate the maximum amount the Trust can consider (up to 50% of the Intern's salary, to a maximum of \$25,000). The employer is responsible for covering the remaining portion.

Does this reflect the market rate for this position? Please explain.

Explain how your organization determined that this salary is within the market rate range for this position.

SUPPORTING DOCUMENTS

You are required to upload a copy of your WorkSafeBC clearance letter.

Before uploading your supporting document, you must ensure:

1. the file is named using the following format:

WorkSafeBC_YourBusinessName

2. the file format is either .PDF, Microsoft Word or a picture format of .JPEG, .GIF, .PNG, or .BMP.

ADDITIONAL INFORMATION

Is there anything else you would like to add that has not already been mentioned? (220 words) Include anything else you would like to add. Be sure it is something that has not already been addressed in this application.

FINAL STEPS

What is the main, and first, way you heard about this program?

Choose only one.

Would you like to receive email correspondence from the Trust?

Select yes or no from the drop down options.

Does your organization have social media accounts?

Share your account names and we can connect.

How do you like to receive news and hear about updates from the Trust?

Choose as many as applicable.

DECLARATION

Read this section thoroughly.

Click the box to indicate that you have read and understood the Declaration and Applicant Agreement, then type your name and title.

Please note, incomplete applications will not be considered until all missing information is provided.