

Employer's Job Order

NISICHAWAYASIHK
CREE NATION
HUMAN RESOURCE DEVELOPMENT AUTHORITY

Nelson House Manitoba R0B 1A0
Tel : (204)-484-2332
Fax : (204)-484-2392



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Date: ____ / ____ / ____
DAY MONTH YEAR

Personal Data

Department: _____
NAME DIVISION/BRANCH

Position Supervisor: _____
(Should be present & acting as supervisor for the entire length of SSEP) NAME POSITION SIGNATURE

Mailing Address
(Please Specify work unit as this is where the student's cheque would be mailed)

STREET CITY/TOWN PROVINCE POSTAL CODE

TELEPHONE ALTERNATE TELEPHONE NUMBER EMAIL

POSITION TITLE DAYS PER WEEK HOURS PER WEEK

Does the position involve working 8:15 AM to 4:30 PM Monday to Friday? Yes No

If No please indicate the normal work hours _____

Position description

List duties in order of priority. Describe what is done and how it is done. Include an estimate or the percentage of time devoted to each duty. This section must be typed, please attach a separate page if necessary.

____ % of time

Duties and responsibilities

Indicate the training and skill development that will be provided to the student (attach a page if necessary)

Language Skill

What level of English skills would be preferred to carry out the job duties adequately?

	Beginner	Intermediate	Advance
Spoken	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comprehension	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Will Cree be used at any time? Yes No

If yes please specify the circumstances

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Qualifications

Identify field of study/specialization in order of preference

Expected Year of Graduation

- a). _____
- b). _____

Supplementary Information

1. Have you participated in this program in previous years? Yes No

If yes indicate year last participated

2. Is there travel required? Yes No (If "No" go to question 4)

3. Is a driver's licence required? Yes No

4. Is a criminal record check required? (Cost of criminal record check responsibility of employing department) Yes No

5. Is a driver's abstract required? (Cost of abstract responsibility of employing department) Yes No

6. What type of assistance can you provide to the students in finding accommodations for the summer?

For rural and remote locations, please provide as much information as possible. The information is required by the participants to make informed choices of their summer work placements.

1. Please provide information specific to available accommodations during the summer months in your community. For example, will you be providing onsite accommodations to this placements and if so, what type of accommodations will be offered? If onsite accommodations are not available, what is your estimated cost for this placement to live and work in your community? (Costs should include rent and transportation)

2. If your worksite has its own vehicles, will they be made available to student? What limitations will be placed on the use of these vehicles? How do you see this placement travelling to and from work? How will this student access groceries, leisure/entertainment?

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3. Please indicate any other details of the job site location/area that may be beneficial for the student to know prior to arriving in workplace.

For Official Use Only

Application Status Approved Not Approved

MANAGER'S SIGNATURE

Preparation of Department Application

Position application should be submitted on an original NCN Human Resource Development Authority Position Application form to:

NCN Human Resource Development Authority Summer
Student Employment Program
Band Office
10 Bay Road, Nelson House, MB R0B 1A0

INSTRUCTIONS

- In completing the application, the use of acronyms should be avoided
- Position Supervisor: The name and the signature of the person who will directly supervise student
- Mailing Address: The address to which all the future correspondence is to be sent, including the student's pay cheques
- Student's worksite Location/Address: The address where the student would be actually working if different than the mailing address
- Position Data: Indicate the job title, e, g. Research Assistant
- Position Description: Should be as detailed as possible as this is the sole source of information available to Human Resource Development Authority staff in recruiting a suitable student to each position.
- Language Skills: This section deals with the minimum level of English skills required for the position. The following definitions/profiles may be used in identifying skill levels required:

Beginner

1. Spoken - vocabulary is limited (i-e. 150-200 words), therefore students Would feel inhibited about conversing; however, with practice his/her Confidence would improve. A difficult task for "beginners" is to conduct a conversation over the telephone, as they would not have the benefit of any other sense except for their hearing.
2. Written: Possess basic skills (can compose short simple paragraphs). The student would use constant use of dictionary, and all his/her work must be proofed.
3. Reading/Comprehension - reading is slow and student requires constant use of dictionary. Comprehension is fair; however, others must speak slowly and clearly in order to be understood.

Intermediate

1. Spoken - Vocabulary is quite good (500 - 600). The student can carry on simple conversation; however, he/she feels somewhat inhibited and requires encouragement to speak. Conducting conversation over the phone can be taxing but is possible.
2. Written - Writing skills are adequate. The intermediate student can write basic memos, but requires use of dictionary and someone to proof read his/her work
3. Reading/Comprehension - reading and comprehension are quite good. Again other must still be conscious of proper enunciation for the intermediate student to get the full benefit of the conversation.

Advanced

The advanced student is already fairly fluent in speaking, writing, reading and compression, but would require practice to maintain fluency. Written work would require some proofing.