



Canada Summer Jobs - Employee Consent Form (EMP5616)

INFORMATION FOR EMPLOYERS

The purpose of this form is to collect the information you need to complete the mandatory Employer and Employee Declaration (EED) form online. For this form to be complete, it must include responses to all questions and must be signed and dated by the employee. You must provide the employee's contact and personal information exactly as indicated in this form when completing the EED.

A copy of the signed consent form must be maintained in the employer's files for a period of 6 years and may be verified when the project is monitored. Unless requested, you do not need to provide a copy of this form to Service Canada.

The employer may complete the form on behalf of the employee, **provided that the employee reviews the information, completes the declaration, and signs the form** as proof of consent to release their personal information to Employment and Social Development Canada (ESDC).

Legal organization name (as per the CSJ agreement):

Project Number:

INFORMATION FOR EMPLOYEES - PRIVACY NOTICE STATEMENT

The personal information you provide in this form is collected under the [Department of Employment and Social Development Act](#). It will be used to determine your eligibility for Canada Summer Jobs (CSJ), a program under the Youth Employment and Skills Strategy (YESS), and may also be used for subsequent analysis, research or evaluation purposes.

Completion of this form is voluntary. However, refusal to provide the requested personal information may result in the form being considered incomplete or ineligible for processing.

Employment and Social Development Canada (ESDC), on behalf of the Government of Canada, is responsible for the evaluation of the YESS programs to determine how beneficial these are to YESS participants. You are being asked to complete this form because your employer is approved to receive government funding to create this work experience. The Social Insurance Number (SIN) is collected under the authority of the [Department of Employment and Social Development Act](#) and in accordance with the Treasury Board Secretariat [Directive on the Social Insurance Number](#), which lists YESS programs as authorized users of the SIN. Your SIN will be used to link your employment and income information from ESDC and other sources (for example, Canada Revenue Agency for income level) to conduct evaluation activities. Accurate information is essential for ESDC to evaluate the programs and conduct participant surveys to ensure that the YESS programs meet your needs. ESDC will also use this information for its YESS programs' file management and results reporting. If you have any questions or concerns throughout this employment, please feel free to contact [Service Canada](#).

Your personal information is protected in accordance with the [Privacy Act](#) and other applicable laws. It will only be used and disclosed as described in the Personal Information Bank [ESDC PPU 706 - Youth Employment and Skills Strategy](#). Instructions for obtaining this information are outlined in the government online publication. [Info Source](#) can also be accessed on-line at any [Service Canada Centre](#). You also have the right to request access to your personal information and to request corrections, should you believe the information you provided contains errors or omissions. To request a correction to your personal information, please contact the appropriate [Access to Information and Privacy \(ATIP\) Coordinator](#).

If you are not satisfied with ESDC's response to your privacy concerns you can contact the [Office of the Privacy Commissioner of Canada](#). If you are under the age of 18 and have questions or do not fully understand this notice, you are encouraged to speak with a trusted adult, legal guardian, or employer before submitting this form. Taking time to review the information with someone you trust helps ensure your consent is informed and your privacy is protected.

Employee Information

Given name and initials (as appears on social insurance document)

Surname (as appears on social insurance document)

Social Insurance Number (SIN) (999 999 999)

Date of Birth (YYYY-MM-DD)

Email address

Permanent address (street number, street)

City

Province/Territory

Postal code (A1A 1A1)

Personal phone number (i.e. cellular) (999) 999-9999

My residency status is

☐ Canadian Citizen

☐ Permanent Resident

☐ Person Identified as a Refugee under the *Immigration and Refugee Protection Act*

This is my first work experience

☐ Yes

☐ No

I was registered as a student in the previous academic year

☐ Yes

☐ No

I intend to return to school in the upcoming academic year

☐ Yes

☐ No

My highest level of formal education completed is

☐ Grade 8 or less

☐ Between Grade 9 and 12

☐ High School completed

☐ CEGEP – incomplete

☐ CEGEP – completed

☐ College (excluding CEGEP) – incomplete

☐ College (excluding CEGEP) – completed

☐ Apprenticeship programs – incomplete

☐ Apprenticeship programs – completed

☐ University (Bachelor) – incomplete

☐ University (Bachelor) – completed

☐ University (Master's or PhD) – incomplete

☐ University (Master's or PhD) – completed

Information on Employment Equity (Mandatory)

Which gender do you most identify with?

☐ Man

 ☐ Woman

 ☐ Non-binary person

 ☐ Prefer not to answer
Do you belong to a racialized group? ☐ Yes ☐ No ☐ Prefer not to answer

If yes, check all that apply:

- ☐ Black (African, African-Canadian descent, Afro-Caribbean, Afro-Latino/Afro-Latinx, Afro-North African and Middle East)
- ☐ East Asian (Chinese, Japanese, Korean, Mongolian, Taiwanese or other East Asian descent)
- ☐ Latin American (Hispanic, non-white Latin American descent)
- ☐ Middle Eastern and/or North African (Algeria, Bahrain, Djibouti, Egypt, Iran, Iraq, Israel, Jordan, Kuwait, Lebanon, Libya, Malta, Morocco, Oman, Palestine, Qatar, Saudi Arabia, Syria, Tunisia, United Arab Emirates, Yemen or other Middle Eastern and North African descent)
- ☐ Pacific Islander (e.g. of Micronesian, Polynesian descent)
- ☐ South Asian (Bangladesh, Bhutan, India, the Maldives, Nepal, Pakistan, Sri Lanka, or other South Asian descent)
- ☐ Southeast Asian (Brunei, Burma/Myanmar, Cambodia, East Timor/Timor-Leste, Indonesia, Laos, Malaysia, the Philippines, Singapore, Thailand, Vietnam, or other Southeast Asian descent)
- ☐ Mixed
- ☐ Another identity
- ☐ Prefer not to answer

Are you a person with a disability? ☐ Yes ☐ No ☐ Prefer not to answer

If yes, check all that apply:

- | | | |
|--|---|---|
| ☐ Invisible/non-apparent disability | ☐ Visible/apparent disability | ☐ Episodic or fluctuating disability |
| ☐ Multiple impairments/disabilities | ☐ Chronic illness-related disability | ☐ Communication-related disability |
| ☐ Deaf | ☐ Intellectual disability | ☐ Learning disability |
| ☐ Mental health-related disability | ☐ Neurodiverse | ☐ Pain-related disability |
| ☐ Physical disability | ☐ Sensory disability (e.g. Blind; Hard of hearing or deaf) | ☐ Another community not captured above |
| ☐ Prefer not to answer | | |

Do you currently live in an official language minority community? Official language minorities are English-language communities in Quebec and French-language communities outside of Quebec.

☐ Yes, English-language community in Quebec

 ☐ Yes, French-language community outside Quebec

 ☐ No
Do you identify as an Indigenous person? ☐ Yes ☐ No ☐ Prefer not to answer

If yes, check all that apply:

☐ First Nations (Status)

 ☐ First Nations (Non-Status)

 ☐ Inuk (Inuit)

 ☐ Métis

 ☐ Prefer not to answer

Are you a newcomer to Canada? A newcomer youth is defined as having either obtained permanent resident status in Canada or been granted permanent refugee status in Canada.

☐ Yes ☐ No ☐ Prefer not to answer
If yes, how long in total have you resided in Canada? ☐ 5 years or less ☐ 5 to 10 years ☐ More than 10 years ☐ Prefer not to answer

Do you identify as a member of the 2SLGBTQI+ (Two-Spirit, Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, and additional sexually and gender diverse people) community?

☐ Yes ☐ No ☐ Prefer not to answer

EMPLOYEE DECLARATION

- ☐ I declare that I am legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations and meet the eligibility criteria (Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*). I declare that I am between the ages of 15 and 30 at the start of the employment.
- ☐ I declare that I have reviewed the workplace health and safety information on the [Young Workers](#) website, and fully understand its content. My employer has informed me of what I need to know and what I can do to prevent accidents that would endanger my health and safety at work. As an employee, I agree to take responsibility in maintaining a safe work environment for my co-workers and myself.
- ☐ I confirm that I will be employed in only one CSJ-funded job at a time.

EMPLOYEE CONSENT TO RELEASE INFORMATION

I, _____ the undersigned, give my consent to _____

(Name of Employee)

(Name of Employer)

to release the information contained in this form regarding my participation in CSJ to ESDC. I acknowledge that ESDC may contact me via email to provide information relevant to my employment, such as information and resources for CSJ Participants. I acknowledge that the information is collected and administered in accordance with the [Department of Employment and Social Development Act](#), the [Privacy Act](#) and applicable privacy laws. I acknowledge that it may be used to determine my eligibility for the CSJ program. I acknowledge that this information may be provided to ESDC for the evaluation and accountability of the Youth Employment and Skills Strategy (YESS).

Employee Signature

Date (YYYY-MM-DD)