



Work Term Job Description Form

Students: This form is Due BEFORE starting work. Also submit your Offer Letter.

Dear Student, Please complete this form when you secure a placement. Next, email this to your [Placement Advisor](#) or upload to BlackBoard. An Advisor must review this to ensure (1) the job duties are a suitable learning experience, and (2) the terms of employment qualify for your placement. Submit this form prior to commencing employment.

[Co-op & Work Placement Services, Work-Integrated Learning Centre](#)

416-675-6622 x 5517 | Room NX302, North Campus | Email: WorkAppliedTechnology@humber.ca

Student Information:

Student Name:		N Number:
Program:	Intake (Term you started at Humber eg F22):	
Domestic or International?	Offer Letter Rec'd?	
Student Tel (personal):	Student Tel (work):	
Student Email:		
I found this job through (select one):		
____ CareerConnect Job Board. Specify Job ID #: _____		
____ Career Fair, Faculty Referral. Please indicate Faculty member: _____		
____ Student Direct Job Search – Direct Application, Networking, LinkedIn		
____ Student Works for this Company Now (or Is Returning to Work with this Employer)		

Employer Information:

Organization:	
Division/Department:	
Mailing Address:	
Web Site:	
Hiring Manager Name/Title:	
Email:	
Bus Tel:	Cell Phone:
Supervisor Name/Title (if different):	
Email:	
Bus Tel:	Cell Phone:
For Placement Office Use: Job Posting ID: _____	
Std Appl Status Updated _____ Posting Status Updated _____ WTR Created by _____ Date _____	

Proposed Job Duties & Terms of Employment:

*Please note: All work terms must be paid, where the student is on payroll and covered under the employer's insurance policy. Work arrangements involving cash payments, cheques without remittances, honourariums or volunteering/working unpaid will not be accepted.

Student Job Title:	
Targeted Start Date:	Targeted End Date:
Est. Number of Hours/Week:	Proposed Pay Rate/Hour*:
Insurance: WSIB - Yes or No?	Private Insurance – Yes or No?
Work Arrangement: Will the student be working on-site, remotely, or hybrid? Please provide details.	
Company Profile: Please provide a brief description of the company (products, services, etc.)	
Description of Job Duties: (If more space is required, please attach a separate piece of paper)	
Skills & Knowledge Required:	
Student Agreement: I understand and agree that should I be offered employment with this organization that I will honour my commitment to this employer regardless of subsequent job offers, and I agree to follow all practices, policies and procedures of my employer. I agree my employer may release information to the Faculty related to my work term and performance.	
Student Signature:	Date:
Employer Agreement: Should I proceed to hire this student, I agree to provide the student with: Duties related to their program of study; an orientation to their duties (including all applicable/required health and safety practices and training); guidance and supervision; and, feedback to the Faculty on the student's performance during and at the end of the work term.	
Employer Signature:	Date:
For Placement Office Use	
This job has been reviewed and evaluated as a suitable learning opportunity:	
Placement Advisor Signature:	Date:
Initial and Date: Student notified:	Employer notified: