

Work Term Job Description Form

# Students: Form is Due BEFORE starting work on within first 48 hours on-the-job.

Please complete this form with your employer. Next, submit it to Work Placement Services (via email or in-person). An Advisor must review the job details to ensure the duties and terms of employment qualify for your work term and that applicable workplace insurance is in place. Have a safe and productive work term!

## Work Placement Services Office

416-675-6622 x 5517 │ Room NX302, North Campus │ Email: [WorkAppliedTechnology@humber.ca](mailto:WorkAppliedTechnology@humber.ca) Visit us at [www.appliedtechnology.humber.ca/work-placement](http://www.appliedtechnology.humber.ca/work-placement)

## STUDENT INFORMATION:

|  |  |  |
| --- | --- | --- |
| **Student Name:** | | **Domestic Student?** Yes or No |
| **Program:** | | |
| **Humber “N” Number:** | **Student Tel:** | |
| **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 / Networking  Student Works for this Company Now (or Is Returning to Work with this Employer) | | |

**EMPLOYER INFORMATION:**

|  |  |
| --- | --- |
| **Name of Organization:** | |
| **Name of Division/Department:** | |
| **Mailing Address:** | |
| **Web Site:** | |
| **Hiring Manager Name/Title:** | |
| **Email:** | |
| **Bus Tel:** | **Cell Phone:** |
| **Supervisor Name/Title:** | |
| **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 & EMPLOYMENT TERMS:

|  |  |
| --- | --- |
| **Student Job Title:** | |
| **Targeted Start Date:** | **Targeted End Date:** |
| **Est. Number of Hours/Week:** | **Proposed Pay Rate/Hour:** |
| **Degree Programs with Mandatory Work Placement Only:** Please specify if the student will be compensated through payroll, honourarium, paid but not on payroll, or unpaid: | |
| **Working On-Site/Remotely:** | **Insurance: WSIB In Place Non-WSIB** |
| **COVID Response – Please Note:**  **Humber prioritizes the well-being and safety of our students. As such, students are only required to attend their placements in-person if work cannot be done remotely and if the employer is permitted to be open under lockdowns or stay-at-home regulations in effect during the placement period.**  **Work Arrangement: Please specify above if the student will be working on-site, remotely, or a combination. Please provide details of the arrangement if the work will be a combination of both:** | |
| **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 School 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 School 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:** | |