

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 Visit us at [www.appliedtechnology.humber.ca/work-placement](http://www.appliedtechnology.humber.ca/work-placement)

## STUDENT INFORMATION:

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| --- | --- |
| **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:**

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| **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:

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| **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:** |