



Summer Student Employment Program

Request Form for Departments and Agencies

1. Position Information			
Department:		Division/Region:	
Position Title:		Community(s):	
Direct Supervisor: (Name, Title, Position #)			
Start Date:		End Date:	
Criminal Record check required?	SAM Coding: Acct: _____ Org: _____ Fund: _____ Prog: _____ Area: _____ Settlement: _____		
Immunization Records required?			
Combo Coding:			
Full Time	Exception	37.5 hrs/wk	UNW
Part Time _____ hrs/wk	Positive	40 hrs/wk	EXC
Shift Work		_____	
2. Summer Student Planning			
Please provide a brief description of the summer student's work plan (i.e. projects to be worked on, training to be provided, and how performance will be monitored to ensure the student's success and development):			
Please outline the education, knowledge, skills and abilities required for this position:			
3. Student Information			
Name of Student Identified for Placement:		Affirmative Action Status:	
Student's Field of Study:			
Student's Year of Study:			
Was the student previously placed in your department under the SSEP?		Yes	No

The Summer Student Employment Program is intended to support northern post-secondary students by providing them with relevant work experience related to their field of study. We commit to ensuring that the placement is a valuable learning experience.

Please send completed form to March Gacayan, Student and Youth Recruitment Officer at March_Gacayan@gov.nt.ca or your Regional Human Resource Client Service Office.

Student Supervisor: _____

Date: _____

Delegated Signing
Authority: _____

Date: _____