



Youth Steps 2 Digital Skills - Internship Program
INTERNSHIP HOST ORGANIZATION (IHO) APPLICATION

INTERNAL USE ONLY
Employer ID: _____

Please submit this completed form to YS2DS@pcpi.ca

EMPLOYER INFORMATION			
1. Registered Legal Business Name*		2. Corporate Business Name/Doing business as	
3. Business size* <input type="checkbox"/> 1 - 50 <input type="checkbox"/> 51 – 500 <input type="checkbox"/> 501+		4. Does your company have legal status in Canada?* <input type="checkbox"/> Yes <input type="checkbox"/> No	
5. Does your company have capacity to host internships?*		6. Does your company have the capacity to provide intern training and support?*	
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
7. Type of Sector* <input type="checkbox"/> Profit <input type="checkbox"/> Not For Profit		8. Canada Revenue Agency/Business Number*	
9. Primary Contact Name* First Name Last Name			10 Title
11 Email*		12 Telephone Number*	
13 Company Address*: Street No, Street name, Suite Number, City, Province, Postal code			
14 Does the Host Organization has liability insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, what type of workplace safety insurance do you have? <input type="checkbox"/> WSIB <input type="checkbox"/> Alternative WSI coverage, specify _____	
15. The applicant will, upon approval as an IHO, endeavour to advertise and recruit qualified interns from the following underrepresented groups: Indigenous people/official languages minorities/persons with disabilities/visible minorities/women <input type="checkbox"/> Yes <input type="checkbox"/> No			
16. Number of internships applied for			
17. Brief history and description of organization (including mandate) and the type of occupation it supports			
18. Purpose of funding request			
19. Brief description of recruitment and hiring process for interns			

PROPOSED INTERNSHIP						
1. Job Title			2. Proposed start date of internship		3. Proposed end date of internship	
4. Days of work per week		5. Hours of work per day	6. Total number of weeks	7. Total number of hours (= Box 4 x Box 5 x Box 6)		
8. Intern rate of pay (\$/hr.)			9. Total trainee wages (= Box 7 x Box 8)			
10. Estimated mandatory employer costs				11. Total wage cost of intern placement (= Box 9 + Box 10)		
12. PCPI contribution amount (100% of total wage costs up to a maximum of \$18,400.00)						
13. Job Description, Work Plan and Mentoring Arrangement (attach additional information if necessary)						

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To apply for more than two internships, add additional sheets in the above format as necessary.

I hereby certify that the information contained in this application is true and correct to the best of my knowledge and belief.

Employer Name			Employer Title			
Employer Signature			Date			

The Digital Skills for Youth Program is a non-repayable contribution program developed to provide underemployed recent post-graduates with a combination of work experience and training related to digital skills so that they can successfully transition and secure long term employment in the new digital economy. The Digital Skills Program and is delivered under the Career Focus (CF) stream of the Government of Canada's Youth Employment Skills Strategy (YESS). Progress Career Planning Institute (PCPI) is an approved recipient of the Digital Skills 4 Youth Program

This application has been reviewed by PCPI and the organization is approved as a Host Organization.

PCPI Signing Authority Name			PCPI Signing Authority Title			
PCPI Signing Authority Signature			Date			