

Summer Jobs Service Program Forms

Common forms have been developed for SJS Service Providers. The use of common forms helps to ensure consistency in the administration of program

All SJS Service Providers are required to use the following forms which cannot be altered without the permission of the Ministry:

- SJS Participant Form
- SJS Employer Claim Form
- The Employer Application Contract Form
- The Employer Information Form

These forms include the participant's consent to the collection, use, disclosure and retention of personal information for use by the Ministry.

Use of these forms ensures:

- that each service provider is collecting, using, disclosing and retaining the limited personal information that is necessary to deliver the SJS,
- that the Ministry has obtained the consent of the SJS participants to the indirect collection, use and disclosure of their personal information,
- the provision of the notice of indirect collection of personal information that the Ministry is required to provide to SJS participants under the Freedom of Information and Protection of Privacy Act (FIPPA), and
- the difference between the Ministry's indirect collection and use of personal information and the service provider's own collection and use of personal information for its purposes.

If a service provider needs additional consents or other documents for the collection, use, disclosure and retention of personal information for its own, non-SJS purposes, or to meet its legal obligations under the *Personal Information Protection and Electronic Documents Act* (Canada) or any other pertinent legislation, the service provider must develop a separate document for this purpose.

(See Service Provider Agreement Schedule "A", Section 15)

Forms

The Recipient shall use the following SJS forms:

- the Participant Information Form
- the Employer Claim Form
- the Employer Application/Contract Form and
- the Employer Information Form.

These forms are **mandatory and CANNOT** be altered by the Recipient.

These forms are also available on the EOPG and at www.jobconnect.edu.gov.on.ca/jcs/jcsnew.nsf

The Recipient shall develop a separate document if they require additional information or consents from the participant.