

Digital Skills for Youth - Internship Program  
**INTERNSHIP HOST ORGANIZATION (IHO) APPLICATION**

Please submit this completed form to [ds4y@pinnguaq.com](mailto:ds4y@pinnguaq.com)

EMPLOYER INFORMATION	
1. Legal Business Name	2. Doing Business As
3. Does your company have under 500 employees? <input type="checkbox"/> Yes <input type="checkbox"/> No	4. Does your company have legal status in Canada? <input type="checkbox"/> Yes <input type="checkbox"/> No
5. Is your company a registered business?	
a) I am a registered business <input type="checkbox"/> Yes <input type="checkbox"/> No	b) I am located in (province/territory)
c) I can provide a proof of registration if asked <input type="checkbox"/> Yes <input type="checkbox"/> No	
6. Does your company have capacity to host internships? <input type="checkbox"/> Yes <input type="checkbox"/> No	7. Does your company have the capacity to provide intern training and support? <input type="checkbox"/> Yes <input type="checkbox"/> No
8. If there is another lockdown due to COVID-19, can the internship(s) still be performed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
9. Will the intern be a post-secondary graduate by the start of the internship? <input type="checkbox"/> Yes <input type="checkbox"/> No	10. Employer Type <input type="checkbox"/> Profit <input type="checkbox"/> Non For Profit
11. Business Number	12. Contact Name
13. Address	14. Address where work being performed (if different)
15. Contact Telephone	16. Contact Email
17. The applicant will, upon approval as an IHO, endeavour to 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	
18. Number of internships applied for	
19. Brief history and description of organization (including mandate)	
20. Purpose of funding request	

21. 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. Pinnguaq contribution amount (100% of total wage costs up to a maximum of \$25,500.00)			
13. Job Description, Work Plan and Mentoring Arrangement (attach additional information if necessary)			

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TRAINING PLAN	
1. Do you want Pinnguaq to provide training? <input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Description of training plan (if different for each intern please specify)	
3. Amount of training per intern (eligible for a total of \$4,000 with the option of up to \$1,000 for soft-skill training)	

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 which aims to combine valuable work experience and training related to digital skills for underemployed recent post-secondary graduates so that they can successfully transition and participate in the new digital economy and is delivered under the Career Focus (CF) stream of the Government of Canada's Youth Employment Strategy (YES). The Pinnguaq Association is an approved Recipient of the Digital Skills for Youth Program.*

With funding from

