



Information and Communications Technology Council
Conseil des technologies de l'information et des communications

Career Focus Program

Company Application Form

SECTION A

Company Information

1. COMPANY NAME	
2. COMPANY ADDRESS	
3. COMPANY PHONE NUMBER	4. COMPANY FAX NUMBER
5. CAREER FOCUS CONTACT PERSON	6. EMAIL ADDRESS OF CONTACT PERSON
7. COMPANY WEBSITE	

SECTION B

Participant Information

1. NAME	2. POSITION
3. START DATE OF WORK EXPERIENCE PERIOD (May not be before a contract is signed between ICTC and Company)	4. ANNUAL SALARY
5. Location of work experience	

SECTION C

Company Eligibility Criteria

THE COMPANY:	YES	NO
1. Has the financial capacity to fulfill a work experience period for the maximum of 12 months, minimum of 4 months.		
2. Will provide for full-time work for the participant.		
3. Will provide a meaningful work placement for the participant in a software technical, marketing, sales, or customer service role within your company. The position must require a participant with an IT background matched to one or more of the 36 work streams and definitions in ICTC's ICT Competency Profiles framework.		
4. Has a nepotism policy in place with regards to participants. (Refers to the hiring of a member of the immediate family.)		
5. Will ensure that the participant is not an existing employee of the employer.		
6. Will demonstrate a potential for job creation following the work experience.		
7. Will confirm that the workplace of the participant is in Canada.		

8. Will provide proof of wages paid, all pertinent information on the participant, and reports required by ICTC and HRSDC.		
9. Will provide a "Learning Plan" signed by both parties		

SECTION D

Additional Required Documents For Assessment

THE COMPANY HAS INCLUDED THE FOLLOWING DOCUMENTS WITH THIS APPLICATION:	YES	NO
1. A Brief Company Description (if company website not available)		
2. Participant Application Form		
3. Participant's Job Description (use template provided if a company internal job description is not available)		
4. ICT Competency Profiles framework.		
5. Resume of the Participant		
6. A Copy of the Participant's Degree/Diploma or Certificate		
7. A Copy of the Learning Plan signed by both parties.		

SECTION E

Company Authorization

I have read and understand ***The Career Focus Program*** application forms. I give my consent to the Information and Communications Technology Council (ICTC) to release any information regarding my application and participation to Human Resources Social Development Canada (HRSDC). I acknowledge that the information here is collected and administered in accordance with the Privacy Act and may be used by third party providers for HRSDC accountability purposes.

1. DATE	2. NAME
3. TITLE	4. SIGNATURE
5. PHONE	6. EMAIL ADDRESS

SECTION F

Language Preference for Correspondence

- English
 French

SECTION G

The completed application package should be faxed, mailed or couriered to:

The Career Focus Program
 Information and Communications Technology Council
 116 Lisgar Street, Suite 300
 Ottawa, Ontario, K2P 0C2
 Fax: (613) 834-8251