Ontario

Ministry of Training, Colleges and Universities

EMPLOYMENT ONTARIO

Clear

Summer Jobs Service (SJS) Employer Claim Form

(for $2/hr Hiring Incentive)

form also available in French

Instructions:

- Use a separate Employer Claim Form for each position subsidized through the Summer Jobs Service (SJS).
- All Employer Claim Forms must be submitted no later than OCTOBER 15 of the year or within 15 days after the subsidized employment period ends.
- Submit the Employer Claim Form to the Delivery Agency identified on your SJS Application/Contract.
- Use the record identifier noted on your SJS Application/Contract. (Designated by your Delivery Agency on page 1, Section 2, of your Employer Application)
- **In order to claim the hiring incentive, the employee/youth must certify hours, days, and weeks worked.**

SECTION 1: EMPLOYER INFORMATION *(To be completed by the Employer)*

Employer/Company name	Contact Name
Address (number and street)	City, town or post office / Province / Postal code
	Telephone number / FAX number

Claim Information

Is this the FINAL CLAIM for this position? ☐ Yes ☐ No

Record Identifier (page 1, Section 2 of your Employer Application):

Name of employee to whom this claim applies:

Hours, days and weeks worked MUST be verified below by the employee/youth

First day worked (for this claim): (DD/MM/YYYY)	Last day worked (for this claim): (DD/MM/YYYY)
Number of weeks worked :	Number of hours worked :

I certify that the information on the hours, days and weeks I have worked is true.

X _____

Employee's signature

SECTION 2: DECLARATION *(To be completed by the Employer and the employee/youth)*

The Ministry of Training, Colleges and Universities provides funding to your Job Connect agency to provide the Job Connect and/or Summer Jobs Service. Your Job Connect agency has contracted with the Ministry to provide reports about the service it has provided to you, your satisfaction with the service, and other aspects of your educational and training experiences that will enable the Ministry to administer, fund, evaluate and monitor the services and to plan and deliver job training programs and services. The reports will identify you by a computer generated number but the Ministry will not collect your name or address. Your Job Connect agency has also contracted with the Ministry to allow the Ministry to audit its delivery of the service and administration of the funding and the Ministry may need to have access to all personal information collected by your Job Connect agency, including your name and address, but only if an audit is conducted. By signing below, I give consent to the Ministry to indirectly collect and use personal information about me for these purposes.

The personal information collected and used by the Ministry is necessary for the purposes listed above, in accordance with s. 38(2) of the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. F.31, as amended. Questions about the collection and use of your personal information may be addressed to the Ministry of Training, Colleges and Universities, Employment Preparation Manager, 900 Bay Street, Toronto, Ontario, M7A 1L2, or by phone at (416) 326-5837.

X _____ _____

Employee's signature Date (DD/MM/YYYY)

X _____ _____

Employer's signature Date (DD/MM/YYYY)

FOR AGENCY USE ONLY	Record Identifier	Amount owing
	Approval	Date

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