
WAGE SUBSIDY REQUEST FORM

Applicant Identified

SECTION 1: COMPANY INFORMATION

Name of Company: _____ Contact Person: _____

Phone: () _____ Fax: () _____

SECTION 2: EMPLOYMENT INFORMATION

Name of Wage Subsidy Participant: _____

Position Title: _____

Job Description (or attach if one is already prepared): _____

Job Duties: It is expected the prospective employee will gain experience & training in the following:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Employee's Supervisor: _____

SECTION 3: BUDGET INFORMATION

Wage per hour: \$ _____ # of hours/week: _____ Proposed Start Date: _____

OR

Monthly Salary: \$ _____ # of hours/week: _____ Proposed Start Date: _____

Regular Hours & Days of Work: _____

Employer Signature: _____ Date: _____

EMPLOYER REQUIREMENT/RESPONSIBILITY:

- The employer will keep proper payroll records in accordance with generally accepted business and accounting practices, and will make these records available to Hire Power. Activity/financial monitors will be conducted by Hire Power throughout the duration of the contract to verify employee earnings and the success of the working relationship.
- The final hiring decision is the sole responsibility of the employer; Hire Power accepts no liability regarding the action (s) and/or non-action (s) on the part of the employee and/or employer. The employer will practice due diligence in hiring (i.e. conducting reference checks, etc.).
- Employer provision for a Wage Subsidy is subject to Hire Power receiving FINAL Employment Insurance (EI) verification for the potential employee.

OFFICE USE ONLY - CONTRACT NEGOTIATED

Candidate has been approved for a Wage Subsidy

Percentage of Wage Subsidized: _____ Number of Weeks: _____

Wage per hour: _____ Number of hours/week: _____

Employer amount per hour: _____ Hire Power amount per hour: _____

Total Contract Dollar Amount: _____

Start Date: _____ End Date: _____

Completed by: _____ Date: _____