The Entrepreneurship Development Program is a placement program that involves experiential and educational learning for participants. The following activities are mandatory. If selected, you will complete:

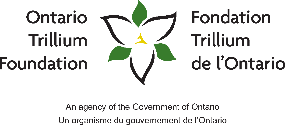


**60 Commerce Cr. Room W106**

**North Bay, ON. P1B 8G4**

**(705) 498-5584**

**emily@iion.ca**



**Participant Application Form**

1. *A paid 16-week work placement at an innovative company. The company will be located within one of IION’s districts: Nipissing, Timiskaming, Parry Sound or Muskoka.*
2. *Virtual Soft Skill Personal/Professional Development Activities - paid*
3. *Online Entrepreneurial Educational Course- outside of the work hours, on your own time, unpaid*

**While completing this application please note:**

* Both Companies and Participants must apply to the program. The deadline for applications is August 7, 2020. Companies must identify and select a participant and vice versa to be considered a match and move on to the selection committee.
* All matches are subject to a competitive review process.

## Participant Information

Fields are pre-populated with a generic example, please click on the grey text to insert your information.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Participant: | | John Smith | Agriculture | | john@abc.ca | |
|  | | Name | Field of Interest | | Email | |
| Address: | 123 Coffee Street | | | | ## | | |  |
|  | Street | | | | Unit # |  | |  |
|  | North Bay | | Ontario | | P1B 7G8 | | |  |
|  | City | | Province | | Postal Code | | |  |
| Phone: | (705) 123-4567 | | |

## Placement Information

**What are your expectations and goals for your EDP experience (educational, personal, professional and placement)?**My hopes for this program are to be able to practice my skills and implement what I have learned at college into a business. I want to improve on skills I have already acquired. I want to meet new and interesting people along the way that can help me grow and look at things in a new way. I plan to work hard and efficiently as I am known to be a very hard worker. Having lived in the Muskoka area my whole life it would be an honour to help a local business in any way possible. I look forward to learning what it takes to operate a business, especially how to take an idea and make it a reality. Education wise, I hope to learn about intellectual property. Personally, and professionally I want to improve my networking and public speaking skills.

**If time and money were not an issue, what business would you like to start and why?**Click or tap here to enter text.

**What knowledge, resources and tools would you need to make this business a reality?**

Courses and Training- Accounting? Importing/exporting? Marketing? Human Resources? Taxes? Leadership? Manufacturing techniques? Intellectual Property? Problem Solving? Change Management?

**Why are you a good candidate for this program? What skills, capabilities and knowledge can you bring to a company?**

I have always wanted to know more about entrepreneurship and what it takes to own and operate a business, so this program seems perfect for me. I am very dedicated and hard working and would be an asset to a small company. I have knowledge and experience in marketing and social media platforms, Microsoft Office Suite and CRM systems. I am a fast learner and hope to gain more experience in customer service and the daily operations of an organization.

**In detail (8-10 sentences), describe what innovative ideas/projects you think would contribute to the economic development of Northern Ontario? What needs to be done to implement these? What barriers are in the way?**

Tourism? New industry? New training programs? Barriers could be geographical, infrastructure, cost. Implementing them could be technology, expertise.

## Matching

**Matching with a Company:**

* If you have **ALREADY** been approached by a company for this program, please ensure it is noted on your application. IION will consider this a match once both applications are received.
* If you **DO NOT** have a company match, the DEADLINE is still August 7, 2020 to find and make a match with a company. Send your application to IION as soon as possible so IION can send your application and resume to companies looking for a candidate with your skillset. If a company is interested in intervieiwng you for a position, they will contact you directly.

**Do you have a local innovative entrepreneur or company that you would like to be placed with?**

**Yes  Name of Company:** ABC Inc.

**No  Please try to make a match using my resume and this application.**

**To help us find a match for you, please indicate your preferences to the following questions.**

**WHEN SUBMITTING YOUR APPLICATION, PLEASE ALSO ATTACH YOUR RESUME**

**If you DO NOT have a company match please answer the following two questions:**

**The IION region covers the districts of Nipissing, Timiskaming, Parry Sound and Muskoka. Do you prefer a specific city, town or area within these regions?**

Click or tap here to enter text.

**Are you willing to relocate/travel to work?**

Click or tap her to enter text.

## Terms & Conditions

**Checking the boxes below will indicate that you understand and agree to the statement:**

**I have attached my resume with this application.**

**I understand that this is an educational and experiential program with MANDATORY online entrepreneurship training (approx. 1 hour/week outside work hours- unpaid). Content and questions will need to be completed on a weekly basis. If the content is not completed, a portion of the wage subsidy may be withheld from your employer.**

**I understand that I must participate in 7 half-day virtual personal/professional development workshops which will be delivered on the Zoom platform. These activities which will be scheduled from 8:30am-12:30pm on the following dates:**

**-Ignition Day: August 31 & September 1**

**-Innovation Retreat: October 7, 8 & 9**

**-Professional Development Days: November 9 & 16**

**I understand that I must complete a full-time paid placement with a company (37.5 hours/week for 16-weeks).**

**I agree to complete the final EDP survey and any other correspondence throughout the 16-weeks.**

**Participant’s signature acknowledges the understanding that they are applying to an experiential placement that has a series of mandatory activities and that successful completion of the placement is conditional upon the submission of those weekly activities, requested surveys/reports and participation in the personal/professional development activities. The Participant acknowledges that they will be an employee of the SME and act in a professional manner during the contract. Any issues or concerns that come up related to their work experience must be directed to their company employer. Any issues, technical suppport or concerns related to the personal/professional development activities or the entrepreneurship course must be directed to IION. The Participant agrees that the IION-EDP placement shall commence on August 31, 2019 and is to be completed on December 18, 2020.**

**The amount of $7,200 that is being provided to the employer as a wage subsidy, was calculated based on a $12/hour rate, the employer will be contributing the additional $2/hour (at minimum) to meet the provincial minimum wage of $14/hour, plus the Mandatory Employment Related Costs (MERCs). IION will disburse the funds to the SME and the Participant will be receiving a wage from the SME. The amount of $14/hour ($8,400 in regular hourly wages) is the minimum the Participant can be paid during the four 16-week period. This is a gross amount before source deductions of income tax, CPP and EI. The SME may choose to compensate the Participant at a higher rate but acknowledges that IION will not be responsible for any contract changes negotiated between the SME and the Participant, further costs or MERCs resulting from these changes.**

**The Participant further acknowledges that IION accepts no responsibility for the SME expectations of performances provided under this agreement****. It is the SME’s responsibility to ensure that the work is done to the quality and standards it expects, and to coach the Participant to reach these goals. The responsibility of IION is to issue approved wage supplement payments to the SME as previously described and provide its program of entrepreneurial training to the Participant.**

**The Participant agrees that IION may use photos of them, quotes from them or their testimonials in the context of the IION-EDP promotion purposes.**

**The Participant agrees to comply with all federal, provincial, territorial, municipal and other applicable laws governing the Participant or the Participant’s activity, or both, including, but not limited to, statutes, regulations, by-laws, rules, ordinances and decrees. This includes legal requirements and regulations relating to environmental protection.**

**The Participant agrees to acknowledge, if requested thereof, the federal government’s role in the funding provided through this agreement and consent to a public announcement of the eligible activities by or on behalf of the Ministry of Industry in the form of a news release. The Minister of Industry will inform the Participant of the date of any public announcement. The Participant consents to the participation of the Minister of Industry, or the Minister’s representatives, at such an announcement event, and to have such an event take place on a day mutually agreed upon by the Participant and the Minister of Industry or the Minister’s representative. NOTE: Release of confidential or competitively sensitive information will not be required as this is protected under the Access to Information Act.**

**If this application leads to approval, I understand that false or misleading information in my application may result in removal from the program.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature:** | Type your first and last name as a signature | **Date:** | Click or tap to enter a date. |

## Office Use Only

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|  |

**Innovation Centre Approval:**

**Signature Date**