

Ontario Co-operative Association
Co-operative Internship Experience Program
2009: 2nd Intake Host Organization Application

Organization Name:

Mailing Address:

Organization Contact:

Phone:

Ext.

E-mail:

Phone:

Intern Supervisor (if different from above):

Fax:

Phone:

Website:

E-mail:

What sector is your organization in? _____

Is your organization a:

___ Co-op ___ Credit Union ___ On Co-op member ___ Other: _____

Has your organization hosted an intern in the past? _____ When: _____

Please provide a brief description of your organization here or by attaching a corporate brochure.

PLEASE NOTE THAT COMPLETION OF THIS APPLICATION FORM DOES NOT GUARANTEE THE HOST AN INTERNSHIP POSITION. Submit one application for each intern you are requesting. We cannot guarantee that requests for multiple interns will be fulfilled. Please rank multiple requests in order of preference.

Internship Profile

Job title:

Note: This title will be used for posting on On Co-op's website, but may not be an exact match to that posted on the Job Bank, due to restrictions/specifications on their website.

Basic Job/Task Description and Key Responsibilities:

-
-
-
-
-
-
-

What skills/knowledge will the intern develop during the internship?

-
-
-

What kind of training and support will be provided to the intern?

-
-
-

Professional attire required:

Business Dress Business Casual Dress Casual Dress

Office environment for intern:

Office Work from home Work in multiple locations Specify: _____

Other details of working conditions:

Own car required Some travel required Other: _____

Where will intern be primarily located? _____

Internship Field of Work:

<input type="checkbox"/> Financial, Insurance	<input type="checkbox"/> Member Education and/or Relations
<input type="checkbox"/> Information Technology, Web Design	<input type="checkbox"/> Special projects
<input type="checkbox"/> Education	<input type="checkbox"/> Administrative, General
<input type="checkbox"/> Marketing, Communications	<input type="checkbox"/> Retail, Sales, Customer Service

Other: _____

Compensation:

Host contribution: \$ _____ /hour (minimum \$3/hour required) + Service Canada stipend of \$9.50/hour

Payable Weekly Biweekly

On Co-op reimburses hosts biweekly upon timely receipt of required paperwork.

Working Hours:

From: ____ to ____ (Monday to Friday) Weekends required? ____ Evenings required? ____

Service Canada/On Co-op will not reimburse hosts for more than 35 hours/week. Hosts are therefore responsible for paying interns for any overtime logged above this amount.

Skills Required: (please check all that apply)

Financial:

- Planning & Budgeting
- Accounting
- Introductory Finance
- Banking
- Insurance
- Investment & Security Analysis
- Other: _____

Information Technology:

- Web Page Design
- Systems Analysis & Design
- Computer Programming
- Other: _____

Administrative:

- Basic Office Skills
- Event/Meeting Planning
- Organizational
- Keyboarding
- Other: _____

Languages:

- English (Spoken / Written - please circle)
- French (Spoken / Written - please circle)
- Other: _____

Other:

Marketing/Communications:

- Advertising
- Public Relations
- Marketing Evaluation & Research
- Retail & Sales Marketing
- Fundraising
- Other: _____

Software:

- MS Windows 95/98/00/XP
- Macintosh
- Word-processing applications
- Spreadsheet applications
- Database management
- Other: _____

Communication Skills:

- Written
- Oral
- Presentation
- Research
- Relationship Building
- Customer Service
- Sales
- Other: _____

- Knowledge/Awareness of Co-op sector

Services Required by On Co-op:

Please inform us of the services you would like provided by Ontario Co-operative Association...

Number of internship applications/resumés forwarded to you:

Top 5 Top 10 All received Other: _____

Delivery method of internship applications/resumés for selection consideration:

Purolator Fax E-mail

Assistance in coordinating interview times with selected candidates?

YES NO

Mentoring Program Participation:

To ensure mutual learning benefits for the host organizations and interns, we ask that each host organization participate in the mentoring program.

Will the person responsible for the intern(s) also act as a mentor? YES NO

If no, please complete the following information for the mentor

Name: _____ Position: _____

Phone: _____ E-mail: _____

The Hosting Process:

1. Mail your Host Application Package to the Ontario Co-operative Association and make sure to include the following:
 - a. Completed and signed Host Organization Application (this form)
 - b. Detailed Intern Job description (use template provided or your own)
2. The Ontario Co-operative Association will send confirmation that the application package has been received and will post internship job positions and descriptions on its web site and on the Job Bank, in an attempt to help the host find the best possible match. Host organizations can also assist in the identification of suitable applicants. On Co-op, however, is still required to post the position externally and provide hosts with potential applicants.
3. Once the host organization interviews and finds a suitable intern, they are required to confirm this to the Ontario Co-operative Association in writing. An official Youth Employment Strategy form from Service Canada will be provided to you by On Co-op, which then needs to be completed and signed before the internship can begin.

Contact Information:

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