



Industry  
Canada

Industrie  
Canada

Protected when completed

### Small Business Internship Program Participant Information Form

Thank you for participating in Small Business Internship Program, an Industry Canada (IC) initiative, managed by Community Futures Development Association of B.C., under the auspices of the Government of Canada Youth Employment Strategy (YES). Human Resources and Skills Development Canada (HRSDC) is responsible for YES.

IC, its recipients and HRSDC conduct follow-up surveys to find out how beneficial our programs are to our participants. Your help in providing accurate information is essential to conduct these surveys and to ensure that the Small Business Internship Program and YES meet your needs. Your feedback will remain anonymous.

The information is administered in accordance with the *Privacy Act* and applicable privacy laws. You have the right to the protection of, and access to, your personal information. Instructions for obtaining this information are outlined in Info Source, available at <http://infosource.gc.ca> in Personal Information Banks IC PPU 100 and HRSDC PPU 450, respectively.

#### PART A.

Participant's Start Date (yyyy-mm-dd)	Participant's End Date (yyyy-mm-dd)
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#### PART B. PARTICIPANT INFORMATION

1 Surname	2 Given Name and Initial		
3 Permanent Address			
4 City	5 Province	6 Postal Code	7 Telephone No.
8 Date of birth (yyyy-mm-dd)	9 E-mail	10 Name and location of employer	
11 Name of Educational Institution Last Attended			
12 Current Field of Study		13 Highest Level of Education Completed (check one box only)	
<input type="checkbox"/> Business Administration/Commerce Related Programs <input type="checkbox"/> Health Sciences <input type="checkbox"/> IT/Computer Studies Related Programs <input type="checkbox"/> Other <input type="checkbox"/> Pure Sciences <input type="checkbox"/> Social Sciences		<input type="checkbox"/> High school Diploma <input type="checkbox"/> Post-secondary Education <input type="checkbox"/> University Incomplete (1 or more years) <input type="checkbox"/> University Bachelor's Degree Completed <input type="checkbox"/> Master's or PHD Incomplete <input type="checkbox"/> Master's or PHD Completed	
14	Do you meet the eligibility criteria outlined below in Part C?		<input type="checkbox"/> Yes <input type="checkbox"/> No
15	First Official Language (check one box only)	<input type="checkbox"/> English	<input type="checkbox"/> French

The Federal Government is committed to equity in employment. You are encouraged to complete the following voluntary questions and indicate if you are a member of any of these groups:

16 Gender	17 Member of a Visible Minority	18 Person with Disability
<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
19 Aboriginal Group		
<input type="checkbox"/> Registered on-reserve <input type="checkbox"/> Registered off-reserve <input type="checkbox"/> Non-status <input type="checkbox"/> Métis <input type="checkbox"/> Inuit		

#### PARTICIPANT CONSENT TO RELEASE INFORMATION

I, \_\_\_\_\_ (*name of participant*), the undersigned, give my consent to release the information contained in this form regarding my participation in a YES program to IC, its recipients and HRSDC. I understand that it may be sent to third-party organizations to conduct program evaluations. I acknowledge that the information is collected and administered in accordance with the *Privacy Act* and applicable privacy laws, and that it may be used for evaluation and accountability purposes.

Signature

Date (yyyy-mm-dd)

PROTECTED INFORMATION

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## PART C. PARTICIPANT ELIGIBILITY REQUIREMENTS – SMALL BUSINESS INTERNSHIP PROGRAM

**Basic Criteria:** *To be eligible for Small Business Internship Program you must:*

- Be between 15 and 30 years of age (inclusive) and
- be enrolled in a post-secondary education program (or have recently graduated from such a program) and intending to return to school and
- be pursuing education in an Information and Communications Technology (ICT)-related field, which may include any field where IT knowledge and skills are important, e.g. business, e-commerce studies, computer science and
- be a Canadian citizen, permanent resident or a person who has been granted refugee status in Canada and is legally entitled to work in Canada and
- be legally entitled to work according to the relevant provincial/territorial legislation and regulations.