

EMPLOYEE PROFILE – 2022

Send to: greenteam@gov.mb.ca

Organizations are responsible for ensuring employees meet the eligibility requirements (see criteria at www.manitobago.ca) and must submit an employee profile form for each youth they hire within one week of hiring. Hours will not be reimbursed if an employee does not meet program criteria. **Organizations will receive an e-mail confirming the approval of each employee that meets program criteria.**

SECTION A: (to be completed by employer)

1. Name of Organization: _____
2. File # (see your approval details sheet): _____
3. Green Team Employee First Name: _____ Last Name: _____
4. Employee's start date with Green Team: _____ Estimated End Date: _____
5. If a replacement employee, who are they replacing? _____
6. If the employee is 15 years of age, our organization will obtain a copy of their certificate of completion for the Young Worker Readiness Certificate Course signed by a parent/guardian and know the rules that restrict the young person's hours of employment and the type of work they can do. N/A Yes No
7. If the employee has contact with youth under the age of eighteen, and/or vulnerable persons, our organization will obtain a criminal record check, including a vulnerable sector search and a child abuse registry check (and/or an adult abuse registry check if applicable) and discontinue the employee's contact with youth and/or vulnerable persons if the results from the checks raise any apprehension regarding their safety which may include re-deployment of the employee to a different position. N/A Yes No
8. Our organization will ensure that the employee has a valid Social Insurance Number. Yes No
9. Our organization will ensure that all approved employees receive safety and health training in accordance with the provincial Workplace Safety and Health Regulations before allowing employees to start work. Resources are available at www.safemanitoba.com. Yes No
10. Has this employee been employed with your organization for longer than 3 months on a full-time basis prior to the Green Team start date? Yes No
11. Does this employee have any financial interest in your organization (excluding Green Team wages) or is a board member of your organization? Yes No
12. Is this employee self-employed, an independent contractor, a sub-contractor or a commissioned salesperson? Yes No

I hereby declare that I have read and understand the terms and conditions of the program and certify that the information stated on this employee profile form is accurate and true. Signing or typing your name below shall constitute legal execution (signing) of this Employee Profile form.

Name of Authorized Representative

Position Title

Signature

Date

SECTION B: (to be completed by employee)

1. Name of Organization: _____
2. First Name: _____ Last Name: _____
3. Mailing Address: _____
 City / Town: _____ Province: _____ Postal Code: _____
4. Phone #: _____ Alternate Phone #: _____
5. E-mail Address: _____
6. Date of Birth (Y-M-D): _____
7. Gender: Male Female Other / Do not wish to report
8. Are you legally entitled to work in Canada? Yes No
9. If yes to previous question, are you a: Canadian citizen? Landed immigrant? Student with a valid visa?
10. Are you an immediate relative (spouse, child or sibling) of a board member, director or executive member of the organization or of any person who is involved in the hiring or supervision of the Green Team employee(s) for the summer? Yes No
11. Prior to this year, how many summers have you worked for Green Team? 0 1 2 3 4 5+
12. Check off all categories that apply: Indigenous
 Landed immigrant – Year of Arrival/Landing (YYYY): _____
 Visible minority
 Youth with a disability
13. Current student status: High school student Post-secondary student Non-student
14. Prior to your employment with Green Team this year, were you: Employed?
 Unemployed?
 Self Employed?
 Not in the Labour Force?
15. If checked off 'Employed' in question 14 above:
 How many hours per week did you work? _____
 What was your income per hour? _____
16. If checked off 'Unemployed' in question 14 above, were you receiving EI income benefits? Yes No

17. Prior to your employment with Green Team this year, what was your highest level of study?

- | | | |
|--|---|--|
| No formal education <input type="checkbox"/> | Grade 10 <input type="checkbox"/> | 1 year college/vocational education <input type="checkbox"/> |
| Grade 1 <input type="checkbox"/> | Grade 11 <input type="checkbox"/> | 2 year college/vocational education <input type="checkbox"/> |
| Grade 2 <input type="checkbox"/> | Grade 12 <input type="checkbox"/> | 3 year college/vocational education <input type="checkbox"/> |
| Grade 3 <input type="checkbox"/> | Modified high school <input type="checkbox"/> | 1 year university <input type="checkbox"/> |
| Grade 4 <input type="checkbox"/> | GED <input type="checkbox"/> | 2 year university <input type="checkbox"/> |
| Grade 5 <input type="checkbox"/> | Journey person certification <input type="checkbox"/> | 3 year university <input type="checkbox"/> |
| Grade 6 <input type="checkbox"/> | 1 year apprenticeship <input type="checkbox"/> | College/vocational diploma <input type="checkbox"/> |
| Grade 7 <input type="checkbox"/> | 2 year apprenticeship <input type="checkbox"/> | Bachelor's degree <input type="checkbox"/> |
| Grade 8 <input type="checkbox"/> | 3 year apprenticeship <input type="checkbox"/> | Master's degree <input type="checkbox"/> |
| Grade 9 <input type="checkbox"/> | 4 year apprenticeship <input type="checkbox"/> | Doctorate <input type="checkbox"/> |

Privacy Notice:

Your personal information is being collected under the authority of the Urban/Hometown Green Team program, within the Government of Manitoba's Department of Municipal Relations, and will be used and disclosed for the purposes of determining your eligibility for employment within Green Team as well as for reporting, monitoring, evaluation, and accountability purposes.

Green Team may disclose personal information about you to persons and bodies to the extent they need to know the information to carry out the purposes listed above, including other Manitoba Government Departments, the Government of Canada, and others who work under contract with the Manitoba Government or the Government of Canada.

Your personal information is protected by the Protection of Privacy provisions of *The Freedom of Information and Protection of Privacy Act* of Manitoba (FIPPA). If you have any questions about the collection, use or disclosure of your personal information, please contact Green Team at greenteam@gov.mb.ca or at (204) 945-0901 or 1-800-282-8069.

Consent:

By signing this form, you consent to the collection, use and disclosure of your personal information in the manner we have described. I understand that this information is necessary for me to participate in the Green Team program and to carry out the purposes described above. I also agree to provide Green Team with any changes to my personal information in a timely manner. I understand that my consent will last for four years and that I may withdraw my consent at any time by contacting Green Team in writing at 6-800 Portage Avenue, Winnipeg, MB, R3G 0N4. However, I also understand that if I withdraw my consent, I may no longer be eligible under the Green Team program.

I certify that the statements made by me are true in substance and complete to the best of my knowledge and that I have not withheld any information relative to this application. I also authorize program staff to verify my information and consent to the collection, use and disclosure of my personal information as described above. Signing or typing your name below shall constitute legal execution (signing) of this Employee Profile form.

Name of Employee (please print)

Signature of Employee

Date