



Co-operative Education Network Job Confirmation Form

STUDENT DETAILS

NAME	STUDENT ID	EMAIL
DEGREE/ASSOCIATE DIPLOMA PROGRAM (BSCH, DAG, etc.)	SPECIALIZATION (Ecology, etc.)	WORK SEMESTER (i.e. S22)

HIRING CONTACT DETAILS

ORGANIZATION NAME		STREET ADDRESS	
UNIT/SUITE	CITY	POSTAL CODE	EMAIL
HIRING CONTACT NAME		HIRING CONTACT JOB TITLE	
PHONE	ORGANIZATION'S WEBSITE		

Is Workplace Safety Insurance Board (WSIB) or equivalent insurance coverage provided for the company's employees? If no, ask your employer supervisor for more details if they do not provide insurance coverage. Students are encouraged to review their student health insurance or family extended health insurance to determine if their coverage is adequate. For work terms outside of Canada, Guard Me insurance is required, and local regulations may require additional insurances which can be purchased by the student at their own expense.

YES

NO

JOB DETAILS

<input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Winter	<input type="checkbox"/> 4 months... <input type="checkbox"/> 8 months... <input type="checkbox"/> 12 months	<input type="checkbox"/> In-Person <input type="checkbox"/> Remote <input type="checkbox"/> Hybrid	
WORK TERM SEMESTER	DURATION OF WORK TERM		
START DATE (DD/MM/YYYY)	END DATE (DD/MM/YYYY)	HOURLY RATE	HOURS PER WEEK
CO-OP JOB TITLE		POSITION LOCATION (ONLY ENTER ONE CITY)	

UNIQUE JOB REQUIREMENTS (i.e. Travel, Shift Work, Car Required, License, NSERC, etc.)

☐ **JOB DESCRIPTION attached in MS Word for approval (required)**

STUDENT'S SIGNATURE

EMPLOYER'S SIGNATURE



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Contract of Employment

Dear Adeoluwa Ojulari

This is a fixed-term four months student placement. The terms and conditions of your employment will be:

- Place of work – Remote
- Hours of work – 35 per week, Monday to Friday, 9:30am to 5:30pm, including 1 hour lunch break
- Salary – Canadian \$ 17 per hour - Fixed for the duration of your placement. Your monthly salary will be paid into you bank account on the last day of every month.
- Holiday entitlement – 20 days per year (Pro rata) plus bank holidays. The holiday year runs from 1 January to 31 December
- Absence – if you're absent from work for any reason you must inform Daniel Iona by email as soon as possible, but no later than 10am
- Sick pay – you may be entitled to be paid if you're not able to work due to sickness or injury.
- Probationary period – There will be no probationary period
- Performance management – a review with Solomon Adeleke / line manager every month, with a full structured appraisal on the fourth month.
- Notice period – Your employment with Cyraatek will be on a temporary basis, which means you and the department are free to terminate the employment relationship at any time for any reason.
- Grievances – if you wish to raise a grievance, you should put it in writing to Solomon Adeleke / line manager. The full grievance policy and procedure in the [location will be sent to your official email address].
- Disciplinary rules and procedures – [location of our disciplinary rules and procedures will be sent to your official email address]. If you're unhappy with any disciplinary decision taken in relation to you, you can appeal in writing to Director of operations (Samson Odunoye).