



2020 Temporary Work Selection STUDENT DOCUMENTATION FORM

Employees who want to be considered for Student Summer Employment are required to complete and forward this form to City of Toronto, Strategic Recruitment by March 15, 2020 to be eligible for the 2020 Student Recall Process.

<input checked="" type="checkbox"/> Employee Name:	<input checked="" type="checkbox"/> Employee Number:
<input checked="" type="checkbox"/> Written proof of being currently enrolled as a full-time student at a recognized and accredited educational institution. (Examples of written proof include: Transcripts, Receipt of payment for the Fall 2019 school term, Registrar's Office confirmation of enrolment); attach proof to this form.	
<input checked="" type="checkbox"/> First date of availability for recall:	
<input checked="" type="checkbox"/> Last date of availability for summer employment:	
<input checked="" type="checkbox"/> Contact information where you can be reached: <i>(Please fill in the boxes below)</i>	
Mailing Address:	
Telephone:	
Email:	

*** You must advise Strategic Recruitment immediately of any change to your contact information.**

Please Note: Strategic Recruitment may request documented verification prior to August 1, 2020. Proper documentation must be submitted by an employee upon request. An employee placed in a summer student position will have their assignment terminated if unable to verify in writing that he/she is currently enrolled as a full-time student at a recognized and accredited educational institution.

I, _____, (*print name*) understand by advising that I am a student, I will be eligible for the Student Recall Process and will be governed by the terms and conditions applicable to the New Letter of Agreement, Student Summer Employment.

- In the event that I do not provide all the documentation noted above, I will not be eligible for recall pursuant to the Student Recall process, but will remain on the seniority list as a temporary employee.
- I confirm that I have been provided with the option to participate in Work Selection
- If there is a change in my student status, (I am no longer a student registered full time in an educational institution), I understand that I will no longer be eligible for Student Recall.

Employee Name (Print)

Employee Signature

Date

Send this completed form (with proof of full-time student status) to:

Madison Jacinto, Strategic Recruitment
 E-mail: Madison.Jacinto@toronto.ca or
 Fax #: 416-696-3764

You will be contacted once we determine your eligibility for student recall.