



City Manager's Office
Paul Johnson, City Manager

People & Equity Division
Talent Acquisition
55 John Street, 5th Floor
Toronto, ON M5V 3C6

Mary Madigan-Lee
Chief People Officer

Info Line: 416-338-0016 (Option 2)
Email: workselection@toronto.ca
Website: www.toronto.ca/416

2026 Student Documentation - Temporary Work Selection Form

Employees who want to be considered for Student Summer Employment are required to complete this form and **must** submit written proof of full-time student status at a recognized and accredited educational institution (examples of written proof include: transcripts, receipt of payment for the Fall 2026 school term, Registrar's Office confirmation of enrollment).

Employee Name: _____

Employee Mailing Address: _____

Employee Telephone: _____

Employee Email: _____

First date of availability for recall: _____

Last date of availability for summer employment: _____

Important! Talent Acquisition may request documented verification prior to August 1, 2026.

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.

Declaration:

- I 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 required documentation as 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.e. 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 (Please Print) _____

Employee # _____

Employee Signature _____

Date Signed _____

Important! Complete and forward this form (with written proof of full-time student status) to the City of Toronto, Talent Acquisition (workselection@toronto.ca) by March 13, 2026 to be eligible for the 2026 student recall process. You will receive written notification once received.