

## Objective of the Wage Subsidy Program:

- The Wage Subsidy program, managed by Global Vocational Services Inc. (GVS), assists job seekers in securing long-term full time employment. The program subsidizes the wages of a new employee while offsetting the cost of training and/or orientation.

## Benefits of the Wage Subsidy Program for Employers:

- The employer is reimbursed a portion of a new (eligible) employee's wages to offset the cost of training.
- GVS also provides a free job posting service. Employers are welcome to post a Wage Subsidy position, which will be placed on our website and circulated to all local employment agencies.

## Employer Eligibility:

- Must be a registered business with Canada Revenue Agency and be up to date with Source Deductions.
- Must be registered and in good standing with WCB coverage and comply with BC Labour Standards.
- Must be offering 30-40 hours per week and intend for the position to be long term. Some flexibility in hours is possible if required by the new employee.
- Must determine a fixed rate of pay ~ commission only positions and piece work are not eligible.
- Must be prepared to orientate and train the new employee.

## Job Seeker Eligibility:

- Must be unemployed
- Must have an Employment Insurance (EI) attachment, defined as:
  - Currently receiving Regular EI benefits *or*
  - Had a regular EI claim within the last 3 years *or*
  - Had a maternity or parental EI claim within the last 5 years & now ready to return to work.

## How to access the Wage Subsidy Program:

- **Before the applicant starts employment, we must have a contract in place, please call us before offering employment.**

## How It Works:

- Once employer and job seeker eligibility is confirmed, GVS will provide an Employer Application package. This application takes very little time to complete and can be processed very quickly by GVS staff.
- Upon receipt of the Employer Application, a Job Development Coordinator will review the application and contact the employer for clarification. If suitable, GVS draws up a Wage Subsidy Contract and arranges a time to meet with the employer to review and sign the contract.
- GVS completes the paperwork in a timely manner; our main goal is to assist individuals in securing immediate full time employment.
- We reimburse the agreed upon percent of the wage on a monthly basis and our commitment is to process the cheque within five working days of receiving the claim.



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## The Wage Subsidy Program Employer Checklist

**Thank you for your interest in the Wage Subsidy Program. A Wage Subsidy employer must:**



	Agree to provide orientation and training to the new employee
	Intend to offer the wage subsidy employee long term employment
	Guarantee a minimum of 30 hours per week (Some flexibility may be possible)
	Ensure WCB coverage is current and make timely Source Deduction payments
	Comply with the Employment Standards Act
	Provide a fixed rate of pay ~ commission only positions and piecework are not eligible.
	Hire someone who is not an immediate family member
	Not have hired the employee prior to a Wage Subsidy contract having been signed
	Have been in business for one year or, if not, provide evidence of the company's ability to support an employee.

**If you have been able to confirm yes to the above list, please proceed with the employer application, which will be reviewed by a Job Development Coordinator to determine eligibility. Please include the following documentation:**

**1. Cover Letter**

- Include a brief outline of your company's product or service and the plans for future growth
- The intended outcome of this subsidy (participant's employment status upon completion of the Wage Subsidy)

**2. Job Description**

- Position Title
- Outline of duties included in the position
- Hours of work and fixed rate of pay

**3. Skill Enhancement Plan**

- Details of skills/duties to be learned and who will be training
- Schedule of instruction

**4. PD7AE (Source Deduction Form)**

- Most recent submission to Canada Revenue Agency

Please feel free to contact us for any clarification or assistance you may need.

When your application for the Wage Subsidy Program and attachments are received, the Job Development Coordinator will contact you to review the application.





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**Wage Subsidy Benefits  
Employer Application**

Legal Company Name:		
Operating Company Name:	Company name to be on reimbursement cheque:	
Canada Customs & Revenue #:	WCB Account #:	
Signing Authority's Name:	Contact Name:	
Street Address:	City:	
Postal Code:	Email:	
Mailing Address (if different than above):		
Phone #:	Cell #:	Fax:
How did you hear about The Wage Subsidy Program? Applicant <input type="checkbox"/> Advertisement <input type="checkbox"/> Other <input type="checkbox"/> _____		

Number of years the business has been in operation?		
New position? Yes <input type="checkbox"/> No <input type="checkbox"/>	If no, please explain:	
Do you anticipate this to be a long term position? Yes <input type="checkbox"/> No <input type="checkbox"/>	If no, please explain:	
Title of position:	Location of Work-site:	
Start Date:	# hours/week:	Wage: (hourly/weekly/monthly)

Payroll Administered: On site <input type="checkbox"/> Off Site <input type="checkbox"/>		Employees are paid by: Direct Deposit <input type="checkbox"/> Company Cheque <input type="checkbox"/>	
Bi-weekly <input type="checkbox"/>	Next payroll cutoff date:	Next payday:	
Semi Monthly <input type="checkbox"/>	On the _____ & the _____	Next Payroll cutoff date:	
Payroll contact & phone #:			

Do you have a <i>Variance</i> or <i>Averaging Agreement</i> in place regarding overtime? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please supply documentation	
Do you follow the BC Employment Standards Act? Yes <input type="checkbox"/> No <input type="checkbox"/> <a href="http://www.labour.gov.bc.ca/esb/facshts/">http://www.labour.gov.bc.ca/esb/facshts/</a> Enclosed in the Wage Subsidy contract, you will find the BC Employment Standards Fact Sheet.	
Are there any occupational health and safety concerns specific to your workplace? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please explain:	

<b>Please attach the following documentation with your application:</b>			
<input type="checkbox"/> Job Description	<input type="checkbox"/> Company Profile	<input type="checkbox"/> Skill Enhancement Plan	<input type="checkbox"/> Recent PD7AE (Source Deduction Form)

I understand that the employee cannot start work before approval of this application and meeting with a Job Development Coordinator to sign a Wage Subsidy contract with Global Vocational Services Inc.

I hereby certify that the above information is accurate to the best of my knowledge.

Signature of person authorized to represent the company \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_

For Global Vocational Services Inc. office use only:		
WCB verified: <input type="checkbox"/>	Receipt of PD7AE: <input type="checkbox"/>	Variance Agreement or Averaging Agreement documentation supplied: N/A <input type="checkbox"/> Yes <input type="checkbox"/>





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**The Wage Subsidy Program  
 Skill Enhancement Plan**

<b>Orientation:</b>	<b>Time Required</b>	<b>Trainer</b>
<b>General Skills:</b>	<b>Time Required</b>	<b>Trainer</b>
<b>Skills specific to the job:</b>	<b>Time Required</b>	<b>Trainer</b>

**Employer:** \_\_\_\_\_

**Signature:** \_\_\_\_\_



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