

YCW Application Tutorial

Eligibility: To determine your organization's eligibility, please see [Section 2](#) of the Employer Guide (available on the YCW website).

Student Positions: Summer Jobs are now called Short Term Student Positions, as jobs can occur throughout the entire year. A student position can last between 6 to 16 weeks full-time, or 6 to 32 weeks part-time. The hired student must meet the [eligibility criteria](#) under YCW. A student or intern may be hired prior to confirmation of YCW funding. However, it would be at the employer's own risk as funding is not guaranteed.

Delivery Organizations – Canadian Council of Archives: The Canadian Council of Archives manages both archives and library projects. The delivery organization changes depending on the nature of the position:

- “Canadian Council of Archives”: archives and related projects,
- “Canadian Council of Archives - Libraries”: libraries and related projects

Please do not apply for the same position/job title to more than one delivery organization.

Applying: Create **one** master account on the [Young Canada Works interactive website](#) to apply to the delivery organization. Click [here](#) for a few tips to help you with your YCW account.

Mandatory Employment Related Costs (MERCs): Employers are required to pay MERCs for their employees. This includes Employment Insurance premiums, Canada or Quebec Pension Plan contributions, vacation pay, workers' compensation premiums or equivalent liability insurance, health insurance and parental insurance premiums in Quebec and Ontario, Health and Post-Secondary Education Tax in Newfoundland and Labrador, and the Health and Education Levy in Manitoba. The average MERC is 10-15% of pay. Refer to your financial administrator for the MERCs that apply to your institution.

Job Details: The job details should be as detailed as possible to help assess the funding request. The YCW website's security feature logs out periodically, so it is important to **save and validate** progress every few minutes. It is recommended to type out responses on a Word document then copy/paste the answers once they are completed to avoid the loss of work.

Rehiring: Employers are encouraged to give priority to recruiting new participants in this program. Rehiring can be approved with written justification related to the new skills and knowledge that will be developed.

Job Poster: Should the position be approved for funding, the Job Poster will be activated on the Young Canada Works employment database. Therefore, it should include a detailed description of the organization, the student's tasks and responsibilities, an equity statement, and contact information.