



1. Student Information

Surname		Other Names in Full	
Student Number		Stream	
Telephone		Email Address	
Credits completed to date <input type="checkbox"/> 0 - 5 <input type="checkbox"/> 5½ - 10 <input type="checkbox"/> 10½ - 15 <input type="checkbox"/> 15½ - 20		Work terms completed <input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	

2. Employer Information

Company Name		Is this a paid position? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Company Address			
Postal Code	City	Country	
Supervisor Name		Supervisor Position	
Telephone	Email		
Address (If different from above)			
Language Spoken (If not English)	Have you informed the employer of their responsibilities? <input type="checkbox"/> Yes <input type="checkbox"/> No*		

* If selected no, please visit <http://www.utsc.utoronto.ca/~mgmtcoop/employer/responsibility.htm>

3. Job Information

Position Title		Salary	Hours per Week
Start Date (DD/MM/YYYY)	End Date	Are you a citizen of the host country? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Job Description			
Who is paying for airfare? <input type="checkbox"/> Student <input type="checkbox"/> Employer <input type="checkbox"/> Undecided		Who is paying for accommodations? <input type="checkbox"/> Student <input type="checkbox"/> Employer <input type="checkbox"/> Undecided	

How did you find this position?
What do you want to learn from this job experience?

Responsibility Checklist

- I am aware of my cost of living & income tax requirements regarding work outside Canada.
- I understand that UofT does NOT accept liability regarding any expenses, costs or loses that I may incur while outside Canada.
- For my personal security, I acknowledge I should:
 - respect the laws and the customs of the foreign country
 - complete a pre-departure physical and any required immunizations
 - avoid participation in activities in opposition to the government of the foreign country
 - follow any directive issued by the Canadian Government or UofT
 - take all reasonable protections to ensure my personal welfare (development of a Risk Management Plan is recommended.)
 - register at a Canadian Government Office Abroad
<http://voyage.gc.ca/main/sos/rocapage-en.asp>
 - Monitor FAC Travel Reports for your particular region
<http://www.fac-aec.gc.ca/menu-en.asp>
- I acknowledge that I am expected to abide by the policies, procedures and practices of my employer where I am working; and that I am solely responsible for all expenses (accommodation, phone/fax/email) relating to my employment abroad.
- I have fully informed my designated person regarding all aspects of my employment abroad, including the nature of possible risks.

Student Signature

Date

Coordinator Signature

Date