

LOCAL GOVERNMENT INTERNSHIP | FIRST NATION GOVERNMENT INTERNSHIP

Adobe Reader 8.0+ is required to complete this application form.

If you are using an earlier version, you will not be able to save any information you enter into the form.

Adobe Reader is a free download available at: <http://www.adobe.com/products/acrobat/readstep2.html>



✦ Please ensure documents are downloaded and saved to your computer desktop prior to entering any information. If opened and completed within your internet browser, any information entered will not be saved.

1. Lead Applicant Profile

Local Government or First Nation name:	Is this a joint application with another local government or First Nation?
	Yes ✦ If Yes, please complete section 2. No
Telephone:	Website:

2. Partner Applicant Profile (if applicable)

✦ *Note: The lead applicant is responsible for project and financial reporting. Upon submission of complete reporting, payment will be issued to the lead applicant.*

Partner applicant (if applicable):	
Telephone:	Website:
If this is a joint application, please indicate how you plan to work together to provide opportunities for the intern.	

3. Supervision and Mentoring

Mentor/supervisor name:	Title:
Telephone:	Email:
What qualifies the mentor to provide training and supervision for the proposed intern? ✦ <i>For example, supervisory experience, previous Northern Development interns, knowledge/experience in government administration)?</i>	
How will you measure the intern’s progress and outcomes throughout the course of the placement? ✦ <i>For example, regular meetings, progress reports, performance development plans?</i>	
If the mentor is absent for a prolonged period, please identify an alternate mentor/supervisor:	
Alternate mentor/supervisor name:	Title:
Telephone:	Email:

4. Position Details

What is the objective of the proposed internship and what do you hope to gain as a host?

What are the specific key duties and responsibilities that the intern will undertake during the course of the placement?

Please describe what kind of workspace and resources the community will be providing the intern during their placement.

What educational backgrounds or fields of study are best suited for the internship position?

What approach would you use to provide interns with exposure to key aspects of local / First Nation government structure, management and operations, and develop competencies in local / First Nation government administration?

What can your organization offer to an intern to assist them in pursuing a career in local or First Nation government?

Please provide an overview of housing availability in your community and what steps the community would be willing to take to assist an intern in finding suitable accommodations.

5. Budget and Funding

✦ Refer to the “Funding Terms” section of the Local and First Nation Government Internship – Host Application Guide for more information.

Expense item:	Program grant:	Host contribution:	Total:
Salary	\$ 45,000	\$ ✦ \$10,000 required.	\$
CPP, EI, and other benefits	\$ 0	\$ ✦ required.	\$
Training and Travel (Professional Development)	\$ 5,000	\$ ✦ \$2,500 required.	\$
Housing Allowance	\$ 10,000	\$	\$
TOTAL BUDGET: \$ 60,000		\$	\$

6. Application Checklist – Required documents

✦ Please confirm each of the following are included in your host local / First Nation application package:

Completed application form.

Copy of 12-month intern work plan.

Copy of position description.

Community profile.

Copy of local / First Nation government workplace standards OR completed Appendix 1: Host local / First Nation code of conduct policy statement (see final page).

Local government* / Band Council** resolution supporting the application for an intern (*see samples below*).

* Local Government Sample Resolution: THAT, the (insert local government name) supports the application to Northern Development Initiative Trust for a grant of up to \$60,000 to host an intern under the Local Government Internship Program from the (insert regional development account name). The (insert local government name) is committed to providing sufficient financial and staffing resources to host an intern and is committed to providing training and professional development opportunities for the intern.

** Band Council Sample Resolution: THAT, the (insert First Nation government name) supports the application to Northern Development Initiative Trust for a grant of up to \$60,000 to host an intern under the First Nation Government Internship Program. The (insert local government name) is committed to providing sufficient financial and staffing resources to host an intern and is committed to providing training and professional development opportunities for the intern.

7. Authorization

I have read and understand the Local and First Nation Government Internship – Host Application Guide (available on the website).

I understand that the information provided in this application may be accessible under the Freedom of Information (FOI) Act.

I agree that information provided in this application may be shared with the appropriate regional advisory committee(s), board of directors, and Northern Development staff.

If approved, I agree to enter into a grant contract with Northern Development Initiative Trust governing the use of the grant and the terms and conditions as well as provide a copy of the employment agreement between the local / First Nation government and the intern.

If approved, I agree to submit reporting using Northern Development’s Reporting Form (available on the website).

Lead Applicant:

Name (CAO/Band Manager or equivalent): ★ Please type name.	Position/title:	Date:

Partner Applicant (if applicable):

Name (CAO/Band Manager or equivalent): ★ Please type name.	Position/title:	Date:

8. Submitting Your Application

Completed host local / First Nation government application forms (with all required attachments) should be provided to Northern Development by email to info@northerndevelopment.bc.ca by **11:59 PM on December 15**.

★ Please do not scan this form.

Appendix 1: Host local / First Nation Government Code of Conduct Policy Statement

A safe and healthy work environment for all employees is vitally important to the successful operation of the local government / First Nation. The employer supports a policy of providing a safe work environment that is designed, constructed, operated, and maintained in accordance with established occupational health and safety standards. The employer is committed to the principle that no job or task is so important that it cannot be performed without taking full account of the health and safety risks involved and protecting against these risks by taking every precaution reasonable in the circumstances.

The employer will comply with all applicable legal requirements relating to occupational health and safety. The employer and all employees must jointly make all reasonable efforts to provide a safe and healthy work environment.

The employer promotes a work environment that is free from discrimination and sexual harassment where all employees are treated with respect and dignity. Employees have the right to employment without discrimination.

Discrimination includes incidences of harassment because of race, colour, ancestry, place of origin, religion, family status, marital status, physical disability, mental disability, sex, age, sexual orientation, political belief or conviction of a criminal or summary conviction offence unrelated to an individual's employment.

Sexual harassment is a form of discrimination and is defined as any unwelcome comment or conduct of a sexual nature that may detrimentally affect the work environment or lead to adverse job-related consequences for the victim of the harassment.

Discrimination and sexual harassment violate the fundamental rights, dignity and integrity of the individual. Where discrimination or sexual harassment is found to have occurred, the employer may implement remedial action.

I hereby certify that I have read and will comply by this code of conduct:

Name (CAO/Band Manager or equivalent): ★ Please type name.	Position/title:	Date: