

# Job Confirmation Form

Complete this form for a co-op job you have secured outside of the Co-op Job Board through your own job search activities. Students complete Section 1 and Co-op Employers complete Section 2.

## Section 1: Students

### Student Details

Name:

Email:  Student ID:

Program:  Work Term:

### Job Contact Details

Organization Name:

Organization Address:

Organization Website:

Hiring Contact Name:

Hiring Contact Job Title:

### Work Term Details

Job Title:

Location:  Modality:  *on-site, hybrid, remote*

Start Date:  End Date:

Hourly Rate:  Hours Per Week:

Length of Employment:  *enter total number of weeks*

Job Description attached for approval (required)

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## Section 2: Employers

### Insurance Coverage

Is Workplace Safety Insurance Board (WSIB) coverage or equivalent provided for employees?

Yes  No

### Acknowledgement:

I acknowledge that I am hiring a Trent University co-op student and I will be contacted about the student's work term. This will include communication before the work term and the completion of a mid-term and final evaluation.

## Signatures

Student Signature:  Date:

Employer's Signature:  Date:

## Student Instructions

Please email this form with a copy of the job description attached to [jkerswill@trentu.ca](mailto:jkerswill@trentu.ca). The Co-op Team will review and verify that the job meets the requirements for your co-op work term.