

**STUDENT INFORMATION**

Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
City : \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Tel Number : Home \_\_\_\_\_ Work: \_\_\_\_\_  
Program of Study : \_\_\_\_\_ Student #: \_\_\_\_\_  
Present Work Term : Year \_\_\_\_\_ Semester \_\_\_\_\_ (e.g. 00W) Level: 1  2  3

**EMPLOYER INFORMATION**

Company/Organization : \_\_\_\_\_  
Address : \_\_\_\_\_  
City : \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Name of Supervisor : \_\_\_\_\_  
Tel # : \_\_\_\_\_ FAX: \_\_\_\_\_  
email : \_\_\_\_\_

***We the undersign are happy to extend an offer of re-employment to the above mentioned student for the following:***

Work Term: Year: \_\_\_\_\_  Winter  Summer  Fall  
\_\_\_\_\_

Employer Authorization \_\_\_\_\_ Date \_\_\_\_\_

***I accept this offer of re-employment.***

\_\_\_\_\_  
Student Signature \_\_\_\_\_ Date \_\_\_\_\_

## **RE-EMPLOYMENT:**

Co-op students who are offered a re-employment opportunity with their previous work term employer, for a subsequent work term, must complete and submit a “RE-EMPLOYMENT FORM” to the Co-op department. Students who submit such a “RE-EMPLOYMENT FORM” are committed to meet their re-employment obligation for the identified work term.

Students who accept a re-employment offer from an employer do NOT participate in the job posting and application process for the work term that they have accepted an offer of re-employment.

Students who Fail to meet their obligation of re-employment will have their privilege to participate in the Co-op job posting and application process removed. Students who lose their Co-op privilege may continue in the Co-op Option of their program only if they secure their own Co-op approved job.

## **PROCEDURE, ROLES AND RESPONSIBILITIES:**

### **STUDENTS:**

1. Complete a “RE-EMPLOYMENT FORM”.
2. Obtain Employer signature under “Employer Authorization”.
3. Return completed “RE-EMPLOYMENT FORM” to the Co-op department.

### **ACADEMIC DEPARTMENT:**

N/A

### **CO-OPERATIVE EDUCATION DEPARTMENT:**

1. Confirm with the employer the re-employment of .the student for the identified work term.
2. Enter all re-employment notification into the Co-op database.
3. Maintain a copy of the “RE-EMPLOYMENT FORM” in student’s file.