

Skills Development Fund (SDF) Employer Registration

This form is required ONLY for those SDF projects with Employers. Sections marked with an asterisk (*) are mandatory. If the "Same as ..." or "Not applicable" box is checked please move directly to the next section.

Service Provider Use Only

Date of Registration

Registered/Corporate Information*

Registered/Legal Name*

Corporate Business Name (hereinafter referred to as the "Employer")*

Canada Revenue Agency/Business Number*

Total Number of Employees in Corporation (Registered Corporation)

Year Business Registered

Preferred Language* English French

Preferred Communication Phone Email Hard Copy

Corporate Address*

Unit Number Street Number* Street Name* PO Box

City/Town* Province* Postal Code*

Closest Intersection

Corporate Telephone Number* ext. Corporate Fax ext.

Mailing Address* Same as Corporate Address

Unit Number Street Number Street Name PO Box

City/Town Province Postal Code

Closest Intersection

Primary Corporate Contact Details*

Last Name*	First Name*	Middle Initial	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Title		Email Address	
<input type="text"/>		<input type="text"/>	
Phone Number*	ext.	Fax Number	ext.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Alternate Corporate Contact Details* Not Applicable

Last Name	First Name	Middle Initial	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Title		Email Address	
<input type="text"/>		<input type="text"/>	
Phone Number	ext.	Fax Number	ext.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Business (Local Branch) Information* Same as Registered/Corporate Information

Unit Number	Street Number	Street Name	PO Box
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
City/Town	Province	Postal Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Closest Intersection			
<input type="text"/>			

Primary Branch Contact Details* Same as Registered/Corporate Information

Last Name*	First Name*	Middle Initial	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Title		Email Address	
<input type="text"/>		<input type="text"/>	
Phone Number*	ext.	Fax Number	ext.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Alternate Branch Contact Details* Not Applicable

Last Name	First Name	Middle Initial	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Title		Email Address	
<input type="text"/>		<input type="text"/>	
Phone Number	ext.	Fax Number	ext.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Company Details

Employer Business Size (Total Number of Employees in your Branch/Location)*

- 1 - 99 100 - 499 500+

Briefly describe your business and the types of occupations it supports

Type of Sector*

- Agriculture, Forestry, Fishing and Hunting
- Mining, quarrying, and oil and gas extraction
- Utilities
- Construction
- Manufacturing
- Wholesale trade
- Retail trade
- Transportation and warehousing
- Information and cultural industries
- Finance and insurance
- Real estate and rental and leasing
- Professional, scientific and technical services
- Management of companies and enterprises
- Administrative and support, waste management and remediation services
- Educational services
- Health care and social assistance
- Arts, entertainment and recreation
- Accommodation and food services
- Other services (except public administration)
- Public administration
- Other (specify)

Type of Business*

- Agriculture, Forestry, Fishing and Hunting
- Mining, quarrying, and oil and gas extraction
- Utilities
- Construction
- Manufacturing
- Wholesale trade
- Retail trade
- Transportation and warehousing
- Information and cultural industries
- Finance and insurance
- Real estate and rental and leasing
- Professional, scientific and technical services
- Management of companies and enterprises
- Administrative and support, waste management and remediation services
- Educational services
- Health care and social assistance
- Arts, entertainment and recreation
- Accommodation and food services
- Other services (except public administration)
- Public administration
- Other (specify)

Is your company currently/
recently involved in lay-offs?

- Yes No

Do you have third-party
liability coverage?

- Yes No

Which type of workplace safety
insurance do you have?

- WSIB Alternative workplace
safety insurance coverage

Please specify:

Placement Position 1

Placement Site Address* Same as Corporate Address Same as Branch Address (If different from Corporate)

Unit Number	Street Number	Street Name	PO Box
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
City/Town		Province	Postal Code
<input type="text"/>		<input type="text"/>	<input type="text"/>
Phone Number	ext.	Fax Number	ext.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email Address			
<input type="text"/>			

Placement Information*

Placement Position Title	Number of Available Positions		
<input type="text"/>	<input type="text"/>		
Start Date	Scheduled Days	Hours of Work	Rate of Pay (per hour)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

NOC* NAICS*

Brief description of the placement(s) available

Description of duties and components of the placement(s)

Basic skills required for the placement(s)

What training are you providing to the participant(s)?

Other Requirements (if any)

Are you receiving any other government funding associated with the employment/training of participants?

Yes No

If Yes, specify:

Add Placement Position

Remove Last Placement Position

Declaration and Signature

Note: Providing false or misleading information in this form may result in the refusal of the application, or in the termination of any agreement entered into following approval of the application.

This certifies that the Employer:

- is licensed to operate its business in Ontario;
- provides training in Ontario which is related to a job that is located in Ontario;
- complies with the *Occupational Health and Safety Act* and the *Employment Standards Act*;
- maintains appropriate Workplace Safety and Insurance Board or private workplace safety insurance coverage;
- has adequate third-party general liability insurance as advised by my insurance broker;
- complies with all applicable federal and provincial human rights legislation, regulations, and any other relevant standards;
- if in receipt of other funds (government or otherwise) related to the same skills training for the same individual, funds must not exceed the total cost of wages paid to the participant; and
- will not use training participants to displace existing staff or replace staff who are on lay-off.

NOTE: Intentional falsification of information on this form may lead to termination from Skills Development Fund.

I am authorized to act on behalf of the Employer and the information on this form is complete and accurate.

First Name*

Last Name*

Title*

Date*

Service Provider Use Only
(assessment of training opportunity/work site)

North American Industry Classification
System Code

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Canada

EMPLOYMENT
ONTARIO

Ontario

This Employment Ontario project is funded in part by the Government of Canada and the Government of Ontario

Learn more about how we can Deliver Job-Ready Workers

The Ontario Home Builders' Association (OHBA) and EnerQuality are working together to deliver job-ready, unskilled labourers to qualified OHBA members building in the GTA, Niagara, Hamilton, Kitchener/Waterloo, Guelph, Simcoe, Durham and Ottawa.



Through this program, OHBA and EnerQuality will manage all aspects of employee recruitment, screening, interviewing and onboarding. We will also provide ongoing weekly program support to participating employers and to employees to ensure success for all parties involved.

WHAT'S IN IT FOR EMPLOYERS?

- Gain access to job-ready employees
- A wage subsidy of up to \$3000 may be awarded at the end of the 6 month employment
- We will provide work boots, hard hats, safety glasses and PPE
- We will deliver mandatory Ministry of Labour Training and Skills Development (except for any required on-site training which we will fund for employers to administer)

EMPLOYER'S OBLIGATIONS

- Employers will agree to the terms laid out in the "Employer Registration Form" and "Training Placement Agreement"
- Be responsible to pay employees directly
- Be accountable for on-the-job training and skills-learning during the 6-month contract
- Provide a safe work environment

To learn more about the OHBA Job Ready program and to apply to be an employer in the program, please contact the Job Ready Team employers@ohbajobready.ca

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BETTER BUILT HOMES™



OHBA Welcomes Renewal of Job Ready Program

Program Aimed at Unlocking New Skilled Trade Opportunities Across the Province.

May 03, 2022 14:47 ET | Source: [Ontario Home Builders' Association](#)



Toronto, ON, May 03, 2022 (GLOBE NEWSWIRE) -- The Ontario Home Builders' Association (OHBA) is excited to announce a continued provincial commitment to investing in workforce development and creating pathways for new entrants into the construction industry.

“Our government has a plan to build a historic number of homes and make sure homeownership remains in reach for more families,” said Monte McNaughton, Minister of Labour, Training and Skills Development. “That is why we are investing in initiatives like the OHBA Job Ready program, which will ensure Ontario has the skilled workers to build the homes we need now, and for years to come.”

The OHBA Job Ready program is receiving \$2.99 million in funding from the Ontario Skills Development Fund. This investment will build on the foundational success of the OHBA Job Ready pilot program and enable further action to develop job-ready, safety-trained, entry-level workers for Ontario's homebuilding industry.

“Meeting the demand for housing in Ontario requires a diverse workforce that has the skills and experience to enable the province's residential construction industry to build more homes,” says OHBA President Bob Schickedanz. “Building a construction workforce for the future requires new workers to gain the skills and hands-on experience that will make them an asset to construction industry employers.”

program provides entry-level workers with exposure to the residential construction and renovation industries, creating a pipeline of workers with basic safety and skills training, on-the-job learning, and employment support to build a fulfilling career in our industry.

The initial pilot program has drawn participation from over 250 job seekers – including over 40% from traditionally underrepresented groups in the construction industry such as women, youth, new Canadians, and Indigenous people. Approximately 100 Ontario residential construction employers have offered over 150 jobs for program participants, half of whom have found continued employment in the industry or will attend full-time education, often in the trades.

“With this investment building on in the success of the Job Ready pilot program, even more Ontarians will be connected to the on-the-job training and support to build a career in the residential construction industry.” says Monica Curtis, President & CEO, EnerQuality. “We’re meeting people where they are at, building on their transferable skills with training and mentorship, and securing great starter roles within industry. “Typical entry-level roles can include general construction labourer, renovation labourer, painter assistant, framers, carpenter helper, restoration technician, landscape installation trainee, cabinet maker assistant, site clerk, electrician helper, handyman, and flooring installer assistant.

In addition to general labour or pre-trade roles, the program will offer entry-level positions that can employ a broader range of job seekers with transferrable skills. This could include indoor jobs with builders in warranty work, décor centres, sales, contract management, homeowner liaison work, or other roles that provide exposure to the construction industry.

Employees will include new high school graduates and mid-career pivots. Participating employers include large production builders, smaller custom builders and the associated professional services and skilled trade contractors.

This project is funded by Ontario’s [Skills Development Fund](#), a more than \$200 million initiative that supports innovative programs that connect job seekers with the skills and training they need to find well-paying careers close to home.

For more information, check out the program information at [OHBA Job Ready](#).

development and professional renovation industry in Ontario. It is a voluntary association whose primary goal is to positively impact provincial legislative, regulatory and tax policies that affect the industry. OHBA is the voice of the residential construction industry in Ontario, representing 4,000 member companies in 27 local associations across the province. OHBA members have built more than 700,000 homes in more than 5,000 Ontario communities in the last 10 years. The residential construction industry employs more than 500,000 people and contributes in excess of \$60 billion to the provincial economy.

For more information on the OHBA, please visit ohba.ca. Join the conversation on Facebook at [/OntarioHBA](https://www.facebook.com/OntarioHBA), Twitter [@OntarioHBA](https://twitter.com/OntarioHBA), Instagram [@ontariohba](https://www.instagram.com/ontariohba) and [LinkedIn](https://www.linkedin.com/company/ohba).

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Related Links

- [Ontario Home Builders' Association](#)
- [Job Ready Program](#)

Contact Data

Sajida Jiwani Ontario Home Builders' Association 416-443-1545 ext 222 sjiwani@ohba.ca
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[Contact](#)

Recommended Reading

April 28, 2022 16:47 ET

Source: [Ontario Home Builders' Association](#)

Ontario Home Builders' Association (OHBA) Welcomes Provincial Budget Aimed at Building Supply and Choice for Ontarians



March 30, 2022 14:03 ET

Source: [Ontario Home Builders' Association](#)

Provincial Government Releases New Housing Legislation

Toronto, March 30, 2022 (GLOBE NEWSWIRE) -- Today, the provincial



2022 Ontario budget.
Entitled Ontario's Plan to
Build, the budget lays out a
path forward to build...

individuals alike in...

Explore



[Navitas Semiconductor Appoints New Chief Financial...](#)

May 26, 2022 16:41 ET

[WashREIT Welcomes New Board Member, Jennifer Banne...](#)

May 26, 2022 16:16 ET



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FAQ

1. How does the program help employers?

The OHBA Job Ready program helps employers – especially smaller companies without a complete HR function – recruit and train entry-level workers for starter roles in construction.

- Program participants have completed mandatory industry safety training
- Up to a \$3,000 incentive (per hire) may be available
- Ability to convert placement workers to full-time employees at the end of their placement.
- Personal Protective Equipment (PPE) will be provided to all participants.

2. What are the Employer Commitments?

As an employer in the program, you have the following commitment:

- Employers will agree to the terms laid out in the Ministry of Labour “Employer Registration Form”
- Employer must make all legally required employer and employee contributions and deductions in respect of the Employee including but not limited to CPP, EI, and provincial and federal income tax,
- Employer is responsible to pay employee based on hourly wage and in accordance with the pertinent legislation,
- Employer must commit to a 6-month job placement,
- Accountable for on-the-job training and skills-learning during the 6-month period,
- Provide a safe work environment,
- Employer agrees to participate in regular check-ins (weekly) and a final employee evaluation,
- The employer will allow their placement employee to attend an additional training course during the work placement term. We expect this additional training course to be 4-6 hours in length, and you will be given at least a week's notice before the course takes place.

3. What employers can participate?

Companies located in Ontario, providing construction and construction-related, non-unionized, entry level jobs are eligible for participation. See our sample job bank here: [\[LINK\]](#)

4. What types of job placements are eligible?

Typical entry-level roles can include general construction labourer, renovation labourer, painter assistant, framers, carpenter helper, restoration technician, landscape installation trainee, cabinet maker assistant, site clerk, electrician helper, handyman, and flooring installer assistant.

In addition to general labour or pre-trade roles, the program will offer entry-level positions that can employ a broader range of job seekers with transferrable skills. This could include indoor jobs with builders in warranty work, décor centres, sales, contract management, homeowner liaison work, or other roles that provide exposure to the construction industry.

We have a sample job bank of previous and expected placements available on our website [LINK]

5. What are program participants screened for?

In the pre-screening process, participants are evaluated for their ability to work in Canada, their suitability for the program and its expectations, and an attitude and aptitude to learn new skills in a dynamic environment.

6. What is the typical experience or background for program participants?

The program has attracted a diverse group of participants with a variety of career experiences at different levels.

A number of participants have worked in warehouses or in ad hoc temporary labour roles with subtrades and would like exposure to other aspects of the residential construction industry.

Others come from a retail or food service background and are looking to develop a career in a more stable and growing field.

We have a number of participants who would like to test out the industry and find a suitable path before committing to a formal education program.

7. What type of safety training is provided?

The employees complete 15 hours of mandatory online learning. The courses include:

1. The Basics of PPE
2. Construction Hazard Awareness
3. Intro to Occupational Health and Safety
4. Workplace Violence and Harassment
5. WHMIS 2015 and GHS

8. How can I recommend a job seeker to the program?

If you have a new employee or potential employee, you can onboard them through the program. Job seekers referred to the program in this way must be a new employee fulfilling an entry level position. Please contact us at employers@ohbajobready.ca to learn more and start this process.

9. What's the overall time commitment to the program?

The initial process of joining the program and securing a match with an employee may take 1.5 – 3 hours over two weeks. Once the employee has been hired, expect a brief monthly check-in with the recruitment agency over the six-month duration of the program. At the end of the placement, some evaluation information will be completed in the final meeting with the recruitment agency before signing off on the job placement experience, likely less than a half hour.

You'll have ongoing on-the-job training of the employee throughout the program, as you would with other employees new to the industry.

10. For employers: I've completed my registration form, what are the next steps?

Once you have completed your registration form, we will connect you with the program's placement agency Career Foundation for support in the recruitment and matching process.

- Career Foundation will review the program details and confirm any additional requirements for the role (E.g., work hours, work sites, transportation requirements, special skills/interests/aptitudes, additional training required, etc.)
- Career Foundation will share resumes of eager, job-ready individuals who are screened, have completed the job-ready training, and are approved for PPE.
- Within one business day, select the successful candidate(s) for an interview.
- Identify the successful candidate and update Career Foundation.
- Provide the general Training Plan information for the SDF Training Placement Agreement.
- Complete your company's orientation and onboarding process with your new employee.
- Career Foundation will regularly check in with both you and the employee to enable success
- EnerQuality will stay in touch with program updates and opportunities for recognition and profile on your company's participation in the program
- Feel free to share with us your successes and experiences in the program.

11. When will I receive the per-hire reimbursement for my company's job placement?

Once the six-month job placement has wrapped up and the conditions in the Training Placement Agreement have been met, the employer will be reimbursed to a maximum of \$3,000 per participant for employer supports.

12. If the employee leaves the program, will you send me a replacement employee?

As part of the ongoing support for employers in the program, we'll work with you to address a vacant job placement in the program, although the placement term will still end by Mar 31, 2023.

13. How can I help my new employee succeed in the construction industry?

The program's recruitment agency – Career Foundations – will work with you to make sure your employee is well supported as they start a career in the construction industry.

14. What PPE is provided by the program?

The program will enable employees to purchase a hard hat, safety boots, reflective vest, protective eyewear, and non-medical masks.

15. Will employees in the program have a vehicle?

While program marketing has emphasized that access to a vehicle is preferred, about half of the program participants have reliable access to a vehicle and a valid driver's license. We are working on matching employees with vehicles to those employers with job sites that require a vehicle and securing additional roles that are accessible by transit or are centrally located.

16. Can I request an employee to provide their own tools?

Participants in the program are required to be job ready with mandatory training and basic PPE. Providing their own tools is not an expectation of the program.

17. Can my placements be independent contractors?

Participants placed with an employer in the program must be provided with the same employment terms, conditions and benefits provided to the employer's other employees at the participant's job level.

As part of the program, the employer is also responsible to make all legally required employer and employee contributions and deductions in respect of the employee, including but not limited to CPP, EI, and provincial and federal income tax.

18. Am I eligible for the employer reimbursement if I'm also receiving the Canada-Ontario Job Grant (COJG)?

An employer organization cannot receive multiple funding grants for the **same employee**. After the six-month placement term of the Job Ready employee is completed, an employer organization can apply for the COJG for that particular employee.