



Manitoba First Nations SchoolNet Youth Initiative
Application Worksheet for Youth Positions

Deadline to Apply By: November 30, 2025

The following pages contain the application worksheet for those interested in applying for youth internships within their organization(s). If your organization would like to participate, please fill out the following form.

Section 1: Application Guidelines

APPLICANT ELIGIBILITY (HOST ORGANIZATIONS)

In order to apply for youth internships through the Manitoba FNS-Youth Initiative program:

- **Have permission to apply from the proper authority in your organization in order to ensure cooperation.**
- **Applicants must be representing a school or adult education facility as recognized under ISC's First Nations SchoolNet Program**
AND/OR
- **Applicants must be representing a New Paths Program site funded through Indigenous Services Canada – Education Division.**

Youth Intern positions will be allocated based on the following:

- Strength of proposal
- Level of need
- Level of support offered to the intern
- Working environment

It is recommended that a small group of stakeholders be established to act as a guidance group. The group should be in place to provide direction in regard to the expected activities and responsibilities of the youth intern within the organization. (Suggested group; Office Manager, Technician and receptionist)

Immediate family of the prospective candidate(s) may not participate in the recruitment or selection process.

YOUTH ELIGIBILITY

All prospective youth candidates are subject to **final approval by the employer – Keewatin Tribal Council**.

Funding for youth positions is subject to criteria of our funding partners:

- Candidates must be between 18 to 30 years of age;
- Candidates must be legally entitled to work in Canada;
- Candidates must be returning to school after completing the internship;
- Candidates must be of First Nations descent and willing to work on reserve;
- Candidates must be entitled to work according to provincial legislations; and,
- Candidates cannot be recipients of Employment Insurance (EI) (once the position has been accepted).
- All eligible candidates must have a **Social Insurance Number (SIN)**, **email address** and an open **bank account** in their name before starting their work term.
- Youth interns funded through the Manitoba FNS-YI program must not be employed under any other government-funded program while completing their internship.
- Youth interns must be available to attend an orientation/training session to be eligible to participate in the Manitoba FNS-YI program.
- Youth interns must work **40 hours per week**
- Overtime work and sick leave benefits will not be authorized using these funds.

INELIGIBLE ACTIVITIES

The following activities are ineligible and will not be funded through the Manitoba First Nations SchoolNet YI:

- Administration roles not directly related to the position this includes secretarial/clerical activities
- Substitute teaching
- Recess/Lunch monitoring
- Working from home

Section 2: Overall Direction & Guidance

Does this application represent a First Nations Organization? Yes ☐ No ☐

Name of Organization: _____

Name of Community: _____

Please indicate how many sites the youth intern will service during their work term:

One ☐ Two ☐ Three ☐ Four ☐

How would you best describe the community that the intern would work in during the period of the internship? (Please check all that apply)

Rural (road accessible) ☐ Northern ☐ Remote ☐

Have you submitted an application for funding to any other Government of Canada Employment Program for the same position(s) and/or time period?

Yes ☐ No ☐

Have you ever participated in the Manitoba First Nation SchoolNet Youth Initiative?

Yes ☐ No ☐

If yes, do you have any suggestions or recommendations for improvement?
(Please Print)

Section 3: Organization/Community Need

First Nations organizations in Manitoba vary in size, geography and human resources. Additionally, many organizations do not have ample resources to hire computer technicians to work full time within the organization to assist in the maintenance and upkeep of the network or computer systems.

Does your organization have a dedicated computer technician on staff?

Yes ☐ No ☐

If no, please indicate reason for no computer technician

Does your organization have a staff member that handles the computer responsibilities in addition to their day-to-day teaching position?

Yes ☐ No ☐

Please indicate why your organization would benefit by having a Youth Intern and how you would best utilize a position such as this? (Please Print)

Section 4: Supervision of Youth Interns

The participating organization designates a volunteer youth supervisor, who throughout the term participates in the ongoing mentorship, direction and ongoing, day-to-day supervision of a Manitoba First Nations SchoolNet Youth Intern. In addition to being accessible to the youth and Manitoba First Nations SchoolNet Program officials, supervisors agree to the following:

- **Determine** and follow a projected work schedule for the period of employment including ongoing training if applicable;
- **Act** as a liaison between the FNS Youth and the organization and community;
- **Assist** the Regional Coordinator in verifying hours submitted by the youth interns and ensure interns complete reporting requirements;
- **Encourage** youth interns to meet the programs objectives and activities;
- **Assist** the Regional Coordinator in the mentorship and guidance of the youth interns throughout the term;
- **Complete** the supervisors report at the end of the period of employment.

Suggested Supervisors: Computer Technicians, Computer Teacher, Principal, Office Managers

Please name the direct supervisor for the proposed youth employee(s):

Name: _____

Job Title: _____

Organization Name: _____

Mailing Address: _____

Town: _____

Postal Code: _____

E-mail: _____

Phone: _____

Facsimile: _____

NOTE: This role is deemed critical in the ongoing development of the Manitoba First Nations SchoolNet Youth Initiative project. Without the support and day-to-day guidance of community volunteers, who provide essential support and advice to interns, youth would struggle with their internship. If adequate supervision is unavailable MFNS may relocate the youth to another organization within the community.

*It will be the responsibility of the supervisor to find an alternate supervisor if the primary supervisor will be absent for any extended period of time due to illness, vacation, leave, etc.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

- Organizing and delivering basic Internet and computer training sessions to interested individuals, specifically staff and community members;
- Researching and developing web sites for the organization and assisting staff and community members in developing web sites;
- Supervising open labs during business hours and after hours where possible;
- Providing technical support to staff and community members within the organization(s);
- Promoting the Manitoba First Nations SchoolNet program, its activities and mandate and other related programming; and,
- Ensuring that all administrative requirements are met in accordance with the terms and conditions of the Youth Internship.

To strengthen this application, please indicate other activities that youth interns will work on that will build awareness of and increase the use of computer hardware, software and the Internet by learners, educators and community members: (Please Print)

Section 6: Recruitment/Hiring Process

All youth must be recruited using a fair and publicly posted recruitment process. All youth must meet the eligibility criteria as follows:

- Between 18-30 years of age;
 - Candidates must be legally entitled to work in Canada;
 - Candidates must be returning to school after completing the internship;
 - Candidates must be entitled to work according to provincial legislations;
 - Candidates must be of First Nations descent and willing to work on reserve;
 - Candidates cannot be recipients of Employment Insurance (EI) (once the position has been accepted); and,
- All eligible candidates must have a **Social Insurance Number (SIN)** and an **email address** before starting their work term.

Please indicate the number of positions requested under this application:

of full-time positions requested (40 hours per week) _____

Do you have a prospective youth in mind for the internship?

Yes ☐ No ☐

Please identify each organization or office that the youth intern(s) will service during their work term: (Please Print)

Site One: Please check what your site is (can be both) **MFNS** ☐

Organization Name: _____

Mailing Address: _____

Town: _____

Postal Code: _____

Phone: _____

Facsimile: _____

Site Two (if applicable): Please check what your site is (can be both) **MFNS** ☐

Organization Name: _____

Mailing Address: _____

Town: _____

Postal Code: _____

Phone: _____

Facsimile: _____

Section 7: Final Disclaimer

I have read and understood the guidelines of this application and I understand that this and any subsequent information submitted to Manitoba First Nations SchoolNet Youth Initiative will become part of our agreement with Manitoba First Nations SchoolNet Regional Management Organization (Keewatin Tribal Council).

Yes ☐ No ☐

Name: _____
Please print

Title/Authority: _____
Please print

Organization Name: _____
Please print

Signature: _____

*Please ensure that person who signs has the authority to place an intern within the organizations listed.

This information is for internal use only and will not be shared with anybody outside of Keewatin Tribal Council with the exception of the Government of Canada or the Chief and Council of your community.