

To Whom It May Concern,

This letter is to provide you with information regarding our Externship program and to request your support in hosting our students from Hotel & Restaurant Services Management Diploma (HTM).

The HTM Program at Seneca Polytechnic is dedicated to equipping students with practical industry experience, ensuring they are well-prepared to excel in the Tourism and Hospitality field. We believe that partnerships with esteemed organizations like yours are crucial in providing our students with necessary hands-on experience.

Our **Externship program** is a mandatory requirement for HTM students to complete **hours of paid work experience** within the months of May – October, allowing them to apply their classroom knowledge in a practical setting.

To ensure ethical practices and maintain strong relationships between Seneca Polytechnic, our students, and employers, we require all participating employers to submit a completed Employer Agreement Form. This form serves as a commitment to uphold professional standards and is used for administrative purposes.

In exchange for your collaboration, we are pleased to offer you free job postings, invitation to showcase your company at our Annual Career Expo and other networking opportunities to connect with students and graduates. We believe that by participating in our Externship program, you will gain access to motivated and career-ready students who are eager to contribute to your company's success.

To proceed with the Externship program and take advantage of these benefits, we kindly request that you complete the **Employer Agreement Form** presented to you by our student. Once completed, please submit it to our student who is responsible for uploading your completed form.

We invite you to visit our program's website at <https://senecahospitality.com/externship-employer-partner> or scan the QR code below for more detailed information on the Externship program.

Should you have any questions or require further clarification, please do not hesitate to contact us, **Heather Laver, Hospitality Program Coordinator** at [heather.laver@senecapolytechnic.ca](mailto:heather.laver@senecapolytechnic.ca) or **Camille Bayarcal, Field Placement Assistant** at [camille.bayarcal@senecapolytechnic.ca](mailto:camille.bayarcal@senecapolytechnic.ca)

Thank you for supporting the development of our students. By working together, we can create meaningful opportunities that benefit both your organization and the next generation of professionals in the Hospitality industry.

We appreciate your consideration and look forward to discussing the details of our collaboration!



## Employer Agreement Form

Employer Information		
Organization Name:		
Industry:		
Address:		
Telephone Number:		
Website URL:		
Social Media Handles:		
Organization Details:		
Division/Department:		
Division/Department Address:		
Service Interests:	Career Fairs WIL (work terms and co-ops) Field Placement Grad Recruitment On-Campus Recruitment Paid Internship Part-time Recruitment	
Registered Non-Profit Agency or Charitable Organization:	YES	NO
Work-Related Accident Insurance Coverage (WSIB, Private, None/Exempt):		
Do you have Commercial General Liability (CGL) Insurance?	YES	NO Note: CGL is mandatory
Home-Based Organization:	YES	NO (If yes, please also complete the checklist in <a href="#">Appendix A</a> )
<p>I understand and agree it is the responsibility and obligation of the Employer to comply with the Occupational Health and Safety Act and other applicable provincial and federal standards (including all government regulatory requirements related to COVID-19), as amended from time to time.</p> <p>I am aware of and abide by the <a href="#">Ontario Human Rights Code</a>, <a href="#">Sexual Violence and Harassment Action Plan Act</a>, <a href="#">Employment Standards Act</a> (where applicable) or equivalent for out of province or country positions.</p> <p>I understand and agree that confidential information (such as student personal information) shall only be used for legitimate purposes related to the work-integrated learning program and shall be protected using appropriate safeguards.</p> <p>I verify that I have read, understood and agree to <a href="#">Seneca's Terms and Conditions</a>.</p> <p>Do you consent to receive electronic communications from Seneca? YES NO</p> <p><b>NOTE:</b> Electronic communications include e-mail notifications regarding recruitment letters, career fairs and events, tax credit letters, employer information sessions and others of a similar nature. If you select no, you will not receive information regarding these services and events.</p>		

**Signing Officer Definition:** A representative of the organization who is authorized (by a group or member of the organization) to sign and approve contracts, agreements and other legal documents on behalf of the organization. If the first point of contact and the Signing Officer are the same, simply retype the information.

First Point of Contact Information	Signing Officer Information
Name:	Name:
Job Title:	Job Title:
E-mail Address:	E-mail Address:
Telephone Number:	Telephone Number:

I hereby confirm the information listed within the “Employer Agreement Form” is accurate and true. I understand that Seneca, in their sole discretion, has the right to refuse this form. Should any of this information change, I understand it is the responsibility of the Employer to alert Seneca of any changes.

Signing Officer Name:

Signing Officer Signature:

Date:

## Appendix A

### Checklist for Home-Base Positions

These positions are situated in residential properties (typically in houses and increasingly in high-rise condominium apartments).

The following are common questions or issues encountered in these kinds of working arrangements. Please check all of the items which apply to your organization's work space.

- Location of the work space
  - Main Floor
  - Upper Floor
  - Basement
  - Floor No.
- Smoke and CO detectors, fire extinguishers, etc.
- Fire/Emergency escape plan
- Other security measures in place (such as alarms, video door bells, pass key, etc.)
- First Aid kit and current First Aid rating
- Is there full-time supervision during typical working hours?
- Are there shared amenities such as bathrooms and kitchen/eating area?
- Are pets present? If so, what measures are in-place to control allergens?
- Are children present in the work space?
- Are any dangerous substances or high-risk materials present at or near the work space?
- Is the work space separate from regular living spaces?
- Are proper ergonomic work stations in place?
- Is appropriate equipment provided, such as computers, monitors, phones, proper lighting, etc.
- What COVID-19 infection control measures are in place? (Please refer to [Ontario Sector-Specific Guidelines](#)).

**Thank you for your participation with Seneca.  
Please retain a copy of this form for your records.**