



DISTRICT OF KITIMAT TOP UP APPLICATION CHECKLIST

Applications will NOT be considered without all the following documentation:

- Completed Top Up Application.**
- Completed Canada Summer Jobs Application or Confirmation of Application from CSJ.
(Deadline to apply is January 12, 2023)**
- Confirmation of approval or denial of Federal funding.**

Once students are hired - registration receipts and/or certificates for:

- WHMIS**
- First Aid**
- High Five Leadership Course**

Once students have completed their work term:

- Final report showing start date, end date, actual hours worked each day and any missed days within that timeline.**
- If approved for funding, a final signed agreement will be prepared and provided to the organization.**