

INNOVATE TO OPPORTUNITY PROGRAM (ITO)

GRADUATE INFORMATION FORM

PART 1 - Primary Contact Person Completes

Organization Name:	Agreement Number:
Primary Contact Name (please print):	
Signature:	Date:
<input type="checkbox"/> I have enclosed proof of graduation and a copy of the Employment Agreement/Contract which includes the salary, start date, and other terms and conditions of employment.	

PART 2 - New Employee: Complete Part 2 and return to your employer to submit

Name:		Job Title:
		Start Date:
Home Address: (Street Number / PO Box / City / Town / Province)		Postal Code:
Phone Number:	Email Address (Mandatory):	
Social Insurance Number:	Date of Birth: ____ / ____ / ____ dd mm yr	Sex: M <input type="checkbox"/> F <input type="checkbox"/> Other <input type="checkbox"/>
Name of Educational Institution you attended:		
Program of Study: <input type="checkbox"/> Masters <input type="checkbox"/> PHD		Start Date:
		Graduation Date:
I identify as (select all that apply): <input type="checkbox"/> Mi'kmaq or Indigenous <input type="checkbox"/> Female in under-represented occupation <input type="checkbox"/> Person with disability <input type="checkbox"/> None <input type="checkbox"/> African Nova Scotian <input type="checkbox"/> International graduate <input type="checkbox"/> Visible minority		
GRADUATE AUTHORIZATION I authorize the Province of Nova Scotia, as represented by the Innovate to Opportunity Program, to contact me for matters related to administration, monitoring, and evaluation of my job.		
Employee Signature		Date:
<i>You will be emailed a survey link at various stages of employment for the purpose of evaluating the ITO program.</i>		



Student Employment Programs
Graduate to Opportunity
sepinfo@novascotia.ca
(902) 424-6000

INNOVATE TO OPPORTUNITY PROGRAM (ITO) *COLLECTION, USE, & DISCLOSURE OF PERSONAL INFORMATION*

Innovate to Opportunity, the Student Summer Skills Incentive and other Nova Scotia government labour market programs are bound by the principles and requirements of the Nova Scotia Freedom of Information and Protection of Privacy (FOIPOP) Act.

The personal information that we collect will only be used for providing you with services: for registration to our programs or determining your eligibility for services, for instance, and for evaluating our programs, in keeping with the access and privacy provisions of the Nova Scotia FOIPOP Act and the Nova Scotia Personal Information International Disclosure Protection (PIIDA) Act.

We do not disclose your personal information to other organizations or individuals except as required to fulfill the purpose(s) of the program or service and only to the extent required or authorized by law.

Some functions within these programs or services are provided by organizations, such as an employer, that are external to the department of Labour and Advanced Education. All external organizations that provide you with a job using our programs, or with services on behalf of government, must comply with our privacy requirements and meet the applicable security, privacy and terms of use provisions.

Under the privacy provisions of the FOIPOP Act you have the right to correction of, and access to, your personal information. To obtain access or request a correction, please contact the Information Access and Privacy Services unit by email at IAPServices@novascotia.ca or phone (902) 424-2985 or 1-844-424-2985.

I acknowledge that I have read and understand the above information regarding the collection, use, and disclosure of my personal information:

Graduate Name

Graduate Signature