



PLEASE NOTE:

Agriculture and Agri-Food Canada is a department of the *Government of Canada* and is therefore bound to very specific rules and guidelines for hiring students. These rules and guidelines are in place to ensure that students all across Canada receive equal opportunity to apply for jobs across the country. This means that we are unable to request specific students from the Federal Student Work Experience Program general inventory. We are obligated to accept a computer-generated list students from across Canada who are interested in working at the Beaverlodge Research Farm. Because the list is computer-generated, there is always a possibility that your name may not show up on the list, which is why it is extremely important that you follow the guidelines below.

How to apply:

1. Go to the Federal Student Work Experience Program (FSWEP) website:
<https://www.canada.ca/en/public-service-commission/jobs/services/recruitment/students/federal-student-work-program.html>
2. Read all of the information on the page and when you're ready, click on the "Apply!" button that is under the heading: "Ongoing Student Recruitment Inventory."
3. Read all of the information on the page and when you're ready, click on the green "Apply now" button.
4. If you already have an account, you can log in with your email address and password. If this is your first time applying through FSWEP, click on the "Create an account" link.

Instructions for creating a new FSWEP account:

1. Read through the Privacy Notice Statement and then click the 'Continue' button at the bottom of the page.
2. Enter your email address. If you have multiple email addresses, please enter the address that you use most often.
3. Create a password.
4. Choose a hint question and type in an answer.
5. Click on the 'Continue' button.
6. Fill in your personal information and then click 'Continue.'
 *Don't worry about filling in a PRI, PRN or Service Number.
7. Fill in your Permanent Home Address and then click 'Continue.'
8. Don't worry about filling out a Temporary Address. Just click 'Continue.'
9. Enter at least one phone number that you can be reached at, and then click 'Continue.'
10. Read the little blurb about confirming your email address, double-check the spelling of the email address you provided, and then click on the 'Continue' button.
11. Click on the 'Return to login page' button.



12. Log in to your email account and open the email from CFP.NePasRepondre-SRFP-PSRS-DoNotReply.PSC@canada.ca
13. To activate your FSWEF account, click on the link in the email that is in ENGLISH.
14. Log in to your account using your email and password that you had created in Steps 2+3.

15. After reading the "Important Notes," check the box or boxes on the right, and then click on the 'Continue' button.
16. Read the "Truthfulness in your application" paragraph and then click 'I confirm.'

4. Fill out your "Student job application," and when complete, click '**Save & continue.**'

Important notes:

 - * We are only able to hire students for full-time summer employment that are returning to school in the fall - whether that's to high school, college, university, etc. It is therefore very important that you answer No to the question: "Is this your last academic term before graduating?"
 - *Type General Studies when answering "What are you studying?"
 - *Under the heading, "What type of work are you interested in?" choose Agriculture/environment/geography, and Research/analysis.
 - *For the question that asks "Would you consider a student job where you would be teleworking for the whole duration of the contract?" choose No.
 - * Under the heading, "Where do you want to work?" start typing in Beaverlodge and make sure to click on it when it pops up.
 - *Choose Full-time when answering "What is your availability to work?"

5. Confirm your information and attach your resume. Once complete, click '**Save & continue.**'

6. Review your application and make sure your resume is attached. Click on the box at the bottom to confirm your information is truthful and accurate, and then click on the '**Submit application**' button.

7. Send an email to jeremy.hodges@agr.gc.ca and jacey.toerper@agr.gc.ca to confirm that you've successfully applied to the FSWEF general inventory. In your email, please include your resume and a FSWEF application number.