



# FAQS

## for JOB SEEKERS

VOTRE PLACE EST ICI, PARMI NOUS.  
THERE IS A PLACE FOR YOU HERE.



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- ADMINISTRATION DES AFFAIRES
- ARTS
- ÉDUCATION
- SERVICE SOCIAL
- SCIENCES

**UNIVERSITY**

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- SOCIAL WORK
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**Collège universitaire de Saint-Boniface**

POUR NOUS JOINDRE :  
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200, avenue de la Cathédrale  
Saint-Boniface (Manitoba) R2H 0H7  
info@cusb.ca

[www.cusb.info](http://www.cusb.info)

I wanted my daughter to go to university and become a lawyer. Instead she took an apprenticeship and became a tradesperson. Today, she runs her own business.

Now she has a lawyer and an accountant working for her.



**ENCOURAGING YOUNG PEOPLE** to consider careers in skilled trades just adds up. They'll enjoy the respect that goes with having skills that can build a prosperous future. A career in skilled trades means good pay and opportunity that comes from being in demand all across Canada.

Visit [www.careersintrades.ca](http://www.careersintrades.ca) You'll see how great a career in the skilled trades can be and why encouraging young people to take an apprenticeship just makes sense.

For more information on Apprenticeship in Manitoba:

[WWW.GOV.MB.CA/TRADECAREERS](http://WWW.GOV.MB.CA/TRADECAREERS) 1-877-97-TRADE

Canada

SKILLEDTRADES  
A CAREER YOU CAN BUILD ON.

Manitoba

### What's an entry-level position?

It's where you start if you don't have much experience. You're usually at the low end of the salary scale without much responsibility. But it does give you a 'foot in the door' and a chance to gain experience and develop skills.

### Can I find a job that lets me work from home?

Maybe. With computers and modems, it is easy to send and receive work electronically. Many people – from maids to furniture makers to plumbers – are operating home-based businesses. However, most employers still require that workers be at the workplace.

### What are all the deductions and taxes that come off a pay cheque?

The biggest deduction is income tax. Then there's Employment Insurance (EI) – some of which you might collect back if you're ever out of work; Canada Pension Plan (CPP) – some of which you'll get back when you retire – and possibly health insurance and/or union dues. These all take a bite out of your salary.



### What is seasonal work?

Some workers are busier in one season than another. For instance, golf course landscapers in Manitoba can't do much in the winter, and accountants are really in demand when people have to file their income tax forms.

### What does overtime pay mean?

In some occupations, if you work more than your standard work week hours (35 to 40 hours per week), you'll be paid overtime. It is generally at a higher rate than your regular wage, usually 1.5 times more. Usually overtime rates are negotiated by a union and apply only to workers who are paid by the hour.

### What is flex time?

Although traditional hours are 9am to 5pm, some companies offer employees more flexible hours with an earlier or later starting time – say 7am to 3pm – as long as the standard work hours are completed.

### Will I have to join a union?

This depends whether your employer is covered by a collective agreement. In return for union dues, the union lobbies on your behalf whenever issues such as salary, benefits, unfair dismissal, or working conditions arise.

**Louis Riel Arts & Technology Centre**

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[www.rielsd.org/atc](http://www.rielsd.org/atc)

# ETS

## Employment and Training Services

ETS offers services to help people prepare for, find and keep employment such as:

- job vacancy listings and job search assistance,
- skills training/upgrading assistance,
- employment/career counselling,
- Internet access (job search, student aid application on-line),
- access to fax your cover letter & resume to potential employers,
- labour market information, ... and a whole lot more.

### Call Today!

In Winnipeg 945-8341

Beausejour 268-6027

Swan River 734-9768

In Rural Manitoba:

Steinbach 346-6057

Flin Flon 687-1689

Morden 822-2324

Gimli 642-6020

The Pas 627-8135

Portage la Prairie 239-3085

Selkirk 785-5295

Thompson 677-6667

Dauphin 622-2096

Brandon 726-6908, -6909 or -6911

[www.gov.mb.ca/tce/ets2/index.html](http://www.gov.mb.ca/tce/ets2/index.html)

Toll Free  
1-866-332-5077

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