

**Employee ("Student") Record of Employment (ROE) Declaration for
2025 Veterinary Student Employment Program (VetSTEP)**

SECTION 1

MANITOBA AGRICULTURE'S ROLE IN ADMINISTERING THE VETERINARY STUDENT EMPLOYMENT PROGRAM (VetSTEP)

Manitoba Agriculture administers the VetSTEP to assist veterinary practices and practitioners in rural Manitoba that provide summer employment to veterinary students who have completed their first, second or third year of studies at the WCVN or other eligible veterinary colleges.

SECTION 2

NOTICE - WHY WE COLLECT PERSONAL INFORMATION AND RECORD OF EMPLOYMENT OF VETERINARY STUDENTS HIRED FOR A WORK TERM BY VETERINARY PRACTICES AND PRACTITIONERS PARTICIPATING IN THE VetSTEP.

Manitoba Agriculture collects from your employer a copy of the Record of Employment (ROE) that they submit to Service Canada when you end your work term and return to your studies. The ROE contains personal information about you that is collected by Manitoba Agriculture, and may be disclosed to Services Canada, for the following purpose only:

- to verify eligibility and administer, monitor, evaluate, authorize and audit VetSTEP program payments to participating employers;

Any other use or disclosure of your personal information must be authorized by you or authorized under privacy legislation.

Where Manitoba Agriculture collects information about you, the collection is authorized under subsection 36(1)(a) of The Freedom of Information and Privacy Act.

If you have questions concerning the use of personal information, please contact Manitoba Agriculture: Manager – Industry Foundation, 1129 Queens Avenue, Brandon, MB R7A 1L9

CONSENT TO COLLECTING AND DISCLOSING PERSONAL INFORMATION

I understand that Manitoba Agriculture will:

- Collect information about me for the purposes listed in the section above.
- Disclose personal information about me to Services Canada for the purposes listed in the section above.

I consent to the collection, use and disclosure of the ROE and its personal information about me by Manitoba Agriculture for the purposes listed in Section (2) above.

Signature of Student:	
Name of Student:	Date (yyyy-mm-dd):

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SECTION 3

NOTICE – WHY WE ASK STUDENTS TO WITNESS THE ROE FOR THEIR WORK TERM WITH VETERINARY PRACTICES AND PRACTITIONERS PARTICIPATING IN THE VetSTEP.

A copy of the ROE must be submitted by the employer as proof of payment of eligible costs for the VetSTEP. The employer must provide a copy of the ROE to the student prior to submitting its claim for a VetSTEP payment. The information witnessed by the student is used by ARD in verifying the ROE submitted by the employer. ARD may also send a copy of the ROE submitted to the student if further confirmation is required.

Information details of ROE witnessed by student:

Serial Number: _____

Employer's Payroll Reference Number: _____

Total Insurable Hours: _____

Total Insurable Earnings: _____

DECLARATION

I represent, warrant and declare that:

- 1) The employer has provided to me a copy of the ROE.
- 2) The ROE information provided in Section (3) above is complete, true, and correct for the copy of the ROE provided to me.
- 3) The ROE information provided in Section (3) above is, to the best of my knowledge, complete, true and correct.

Signature of Student:	
Name of Student:	Date (yyyy-mm-dd):