



# Job Referral Service

## Information on using the *Job Referral Service (JRS)* and working on the *Keeyask Project*

### 1. What is the Keeyask Project?

The Keeyask Generating Station will be the fourth largest Hydro generating station and will provide several hundred jobs over seven to eight years. This 695-megawatt station is being built within the Split Lake Resource Management Area: 725 kilometers northeast of Winnipeg on the lower Nelson River, and 35 kilometers upstream of the existing Kettle Generating Station, where Gull Lake flows into Stephens Lake.

### 2. What is the Job Referral Service (JRS)?

At the request of Manitoba Hydro, the provincial government's Employment Manitoba Branch administers a job referral service which refers qualified workers to employers working under contract during construction of the Keeyask Generating Station.

Hiring guidelines are based on the Burntwood Nelson Agreement (BNA) – a collective bargaining contract between the Hydro Projects Management Association, representing the employers and the Allied Hydro Council, representing the Unions

### 3. Who makes the hiring decisions?

Employers will begin the process of hiring workers by placing a job order. Once the job order has been approved, the system will match the needs of the employer to individuals registered with the JRS. The employer will make hiring decisions once they have interviewed potential candidates from this list.

The JRS does not have the authority, under the BNA, to participate in the selection and recruitment of workers on the Keeyask project.

### 4. How can I register with the JRS?

Individuals who want to work on the Keeyask project can register on-line at [manitoba.ca/jobreferral](http://manitoba.ca/jobreferral) or in person with any of the 16 Employment Manitoba Centres across the province. Upon request, Employment Manitoba staff may make scheduled visits to smaller communities to register individuals.

### 5. Where are the Employment Manitoba Centres located?

There are 16 Centres located throughout the province. To find out which Employment Manitoba Centre is

closest to you, visit the JRS Website at

[manitoba.ca/jobreferral](http://manitoba.ca/jobreferral), e-mail

[jobreferralservice@gov.mb.ca](mailto:jobreferralservice@gov.mb.ca) or call 1-866-332-5077 toll free.

### 6. Are there other ways to register for work?

Yes. You can visit our Website to download the registration package or contact the JRS to have the documents mailed/faxed to you. Please complete the forms and forward to the JRS for review and approval.

Authorized agencies will accept registrations on behalf of the Keeyask JRS. For more information about a registration agency in your community, please contact the JRS.

### 7. What documents are required when registering?

#### a) Identification

You need to provide a copy of any document issued by a government body confirming your name and current address, such as a Manitoba Driver's Licence. You will also need to provide your Social Insurance Number (SIN). Information on gender or age is not required.

#### b) Residency and Aboriginal Status Documentation

There are specific hiring considerations outlined in the BNA which require Northern Aboriginal residents to provide evidence about their Aboriginal ancestry. Certificate of Indian Status (treaty card), Inuit Beneficiary card, or Métis Membership card will be accepted.

You will also be asked to produce evidence of residency (details of where you live). These must be government documents that include your name, address and date of issue.

#### c) Skills and Training Documentation

You will need to provide documents like education and trade diplomas, equipment training certificates, apprenticeship documents, driver's license, first aid certificate, etc.

### 8. Are other forms needed to register?

Yes, in addition to providing identification, proof of residency, and skills documents, you must review

and/or complete the following forms:

- a) **Notice and Consent Form** – explains how the JRS will collect, use and disclose your personal information.
- b) **Registration for Work Form** - list your personal information such as name, address etc..
- c) **Employment History Form (or résumé)** – list past and present work experience
- d) **Education Information Form** – list highest level of education attained as well as any other course certification received.
- e) **References Form** – lists personal, academic or work references.
- f) **Registration Declaration Form** – declaration of Aboriginal Ancestry, Residency status, Union Membership, etc.
- g) **Skills Profile Form (one or more)** – records occupation related skills and experiences.

### 9. Will there be training positions?

Employers will be hiring trainees and apprentices to work on the project. All skills profiles have a section called “Job Development” - please ensure you indicate your interest in a training or apprenticeship position by checking off the appropriate box on the form.

### 10. How much money will I make?

The pay will vary depending on your experience and credentials. There is usually a lot of scheduled overtime. Wages are based on a collective labour agreement between Manitoba Hydro and unions involved in the project.

### 11. What are the working conditions like?

Work can only be done at certain times of the year, so people usually work six days a week, nine hours a day, Monday through Saturday. Sundays are generally the only day off. If you live in camp, you could be away from your home for more than a month at a time.

### 12. What time of the year are workers needed?

Most work happens in the summer months. Between April and June there could be several hundred workers on site. By October the number of workers drops substantially.

Work activities change throughout the year. Road building usually happens in the spring or fall when the ground is hard. Clearing trees and bush for right-of-ways, and installing transmission line towers takes place from December to March. This is when the ground is frozen and equipment can be brought into areas that would not be accessible in the summer.

Check our website or contact the JRS to find out when

specific jobs will be available.

### 13. Should I contact the JRS if I am laid off?

Yes. If you are still interested in working on the project, notify the JRS or an authorized agency. Your registration will be activated so you can be referred to employers for future job opportunities.

### 14. If I am already working, can I still apply for another job?

Yes. However, once you are hired, your application is no longer active in the system. If you want a different job in another occupation, you need to activate your registration.

If you are hired on the project, and decide to keep your application active for other job opportunities, please update your contact information on-line or call the JRS for assistance.

### 15. What do I need to know if I am hired?

Employers will phone and interview potential workers from a list of qualified job seekers provided by the JRS. If hired, you will be offered a specific wage as outlined in the BNA. You will be advised as to union due requirements, whether tools and clothing are provided, when to report to the site, etc. Camp Security will also be notified when you are reporting for work. Once on site, new workers will be informed about benefits, accommodations, job site and safety requirements.

## Keeyask Job Referral Service

### Connecting Workers with Job Opportunities

To register on-line, visit the Keeyask Job Referral Website at [manitoba.ca/jobreferral](http://manitoba.ca/jobreferral)

For questions or concerns, e-mail [jobreferralservice@gov.mb.ca](mailto:jobreferralservice@gov.mb.ca)

To speak with a JRS representative, call

Toll Free: 1-866-332-5077

### When mailing/faxing registration packages, send to Thompson Centre

North Centre Mall, 118 – 3 Stations Road

Thompson, MB R8N 0N3

Fax: 1 – 204- 677-6831

Hours of Operations: 8:30 a.m. to 4:30 p.m., Monday to Friday, excluding weekends and statutory holidays

To learn more about the Keeyask Generating Station, see the Manitoba Hydro website: [hydro.mb.ca](http://hydro.mb.ca)