

APPLICATION

Thank you for applying to the North Bay Works Human Resource Support Program. Please note that all sections of this application must be completed, and only complete submissions can be accepted for consideration. When your application is complete, please save it and forward it to our attention using the contacts provided below.

IMPORTANT: Prior to proceeding with the application process for the North Bay Works Human Resource Support Program, we will be asking you to complete a Business Retention & Expansion (BR&E) Survey.

If you have any questions regarding this program, please don't hesitate to contact:

Fran Hanover
 City of North Bay Economic Development Officer
 705-474-0400 ext. 2424
 fran.hanover@northbay.ca

APPLICANT DETAILS

CONTACT INFORMATION			
Registered Business Name			
Operating Business Name			
Number of Years in Operation			
Mailing Address		PO BOX	
City		Postal Code	
CONTACT FOR THIS APPLICATION			
Name			Title
Email Address			Phone
Website			
Facebook		Instagram	LinkedIn
Twitter	We don't use social media		

Total Number of employees in North Bay.	Full-time	Total Number of employees outside of North Bay?	Full-time
	Part-Time		Part-Time
	Seasonal		Seasonal
How have your employee numbers changed over the past 3 years?	Increased		
	Decreased		
	Same		
Are you planning to expand employee numbers within the next 12-18 months?	Yes		
	No		
If yes, how many do you anticipate hiring?	Part-Time	Full-time	Seasonal

Provide a brief description of your current company and business operations, including a description of current products and services.

Our company has completed the Business Expansion & Retention Survey	YES	NO - see below
If your company has not completed the Business Expansion & Retention Survey, please contact the Economic Development Department to schedule a meeting: 705-474-0400 ext 2424		
Total Annual Revenue	\$0 - \$500k	\$5M - \$10M
	\$500k - \$1M	\$10M - \$20M
	\$1 - \$2M	\$20M+
	\$2M - \$5M	

In which areas could an HR Consultant best benefit your business? Check all that apply

Review my current HR policies

Employee retention strategies including determining compensation

Employer/Employee training on the tools, policies, and procedures

Understanding of local workforce resources and employer tools

Identifying best practices in HR, including records management and strategizing HR software efficiencies

Recruitment Assistance

Developing new employee onboarding plans

Understanding the Employment Standards Act

What are the top three workforce/HR issues impacting your business?

How many people do you currently have dedicated to Human Resources?

I don't have HR support.

1

More than 1.

If more than 1 person how many.

How long have you had dedicated human resources in place?

What do you hope to achieve by participating in this program?

We hereby declare that:

1. I/We understand that to be considered for eligibility as a participant in this pilot program, we will complete a Business Retention & Expansion (BRE) survey administered by the City of North Bay's Economic Development Department.
2. I/We understand that to be considered for eligibility as a participant in this pilot program, our business must be located within the city of North Bay and that a minimum of 50% of this business' employees are working in the North Bay location or within the city of North Bay.
3. I/We understand that if our application for participation in the North Bay Works Human Resource Support Program is accepted, we will be engaging with the services of a third-party human resources consulting company.
4. I/We understand that neither the Corporation of the City of North Bay nor the third-party Human Resources consulting company shall provide legal advice through this initiative.
5. I/We understand that the program involves the participation of our senior decision-makers in the consultation components of this program.
6. I/We understand that an investment of approximately 15 to 20 hours in person, and virtually, and that some preparation for meetings will be required to complete the program. Time commitment may vary depending on the size of your business and the number of participants.
7. I/We agree that the City of North Bay has the right to advertise and announce business names that have participated in the Workforce Attraction & Retention Program.
8. I/We understand that by participating in webinars the name of our business may become known to other participants.
9. I/We understand that the City of North Bay reserves the right to discontinue the pilot program at any time.
10. I/We understand that the decision as to which applicants best meet the goals of this program will be made by a selection committee of program representatives and that their decision will be final.
11. I/We understand that participants will be required to provide feedback in the form of surveys when requested. Please accept this application for our participation in the program.

Company:

Name:

Title:

Signature:

Date:

Please forward the completed application to:

The City of North Bay
Economic Development Department
fran.hanover@northbay.ca
Tel: 705-474-0400 ext. 2424

For North Bay Works Human Resource Support Program Use Only	
Date Final Application Received	
Date Application Approved by Advisory Committee	
File Number	