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**Spouse/Partner Career Program**

**Guidelines and Eligibility Criteria**

The intent of this program is to assist the spouse/partner in their search for non-academic employment in Saskatoon. The services of this program include orientation to the Saskatoon job market and providing information on job search strategies that work in Saskatoon.

Review the following eligibility criteria and complete the application and information sheet on the following page.

**Eligibility for this program is based on the following:**

* The job seeker must be the spouse/partner of a newly hired and recently relocated (within the last 12 months) faculty member or senior administrator at the University of Saskatchewan.
* The spouse/partner career program does not guarantee employment.
* The spouse/partner must be actively engaged in their search for employment.
* The spouse/partner must notify the recruitment specialist when they have successfully found employment.
* The spouse/partner has access to this program for one year after relocating to Saskatoon or whenever the spouse/partner has found employment; whichever comes first.
* Employment found through this program is meant to bridge a gap in employment for the spouse/partner. Once employment is found, even if the position is a term appointment, the spouse/partner no longer has access to this program.
* If applying for positions at the University of Saskatchewan, the University continues the expectation that only qualified candidates will be considered for open positions and that the spouse/partner must be successful throughout all interview processes.
* If applying for positions at the University of Saskatchewan, the University’s employment equity and diversity goals will not be compromised as a result of the spouse/partner career program; and the program will not be used to bypass existing hiring procedures or Collective Bargaining Agreement requirements.
* The spouse/partner career program will continue to support the strategic directions of the University.



**Spouse/Partner Career Program**

**Application and Information Sheet**

Complete the application form and submit it along with a resume/curriculum vitae and other relevant materials to the email address below. The recruitment specialist will contact the spouse/partner as soon as possible upon receiving this information.

Terice Coleman, Recruitment Specialist

Human Resources

University of Saskatchewan

terice.coleman@usask.ca

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| **Primary Employee Information** |  |
| First name: | Last name: |
| Phone: | Email: |
| College/Department/School: | |
| **Spouse/Partner Information** |  |
| First name: | Last name: |
| Phone: | Email: |
| Current employment status: | |
| Current employer: | |
| In what areas are you seeking employment? | |
| Are there specific companies/organizations in Saskatoon that you are interested in? | |
| Are you seeking full time or part time employment? | |
| Will you consider a temporary/casual role during your employment search? | |
| Where are you relocating from? | |
| Please provide some information regarding your relocation (expected relocation date, approximate date of availability to begin work): | |