



Student Employment

Applying to the Federal Student Work Experience Program (FSWEP)

Like most Federal government departments/agencies, Parks Canada uses the Federal Student Work Experience Program (FSWEP) as its primary recruitment tool to hire students. FSWEP provides students with meaningful work experience and learning opportunities that are related to their field of study. In order to be considered for a student position, you must be registered through FSWEP. The steps to do this are outlined below:

Create an Account

1. Go to <http://jobs-emplois.gc.ca/fswep-pfete/index-eng.php>.
2. Select *Apply to FSWEP*.
3. Select *FSWEP Campaign 2013-2014*.
4. Select *Apply Online* at the bottom of the page.
5. If you have already registered, you can use your existing name/password. If you are a new user, select *Create Account*.
6. Follow the instructions to create a user name and password. Select *Continue* when finished.
7. Complete the Personal Information section and select *Continue* when finished.
8. Complete the Contact Information section and select *Continue* when finished.
9. A validation email will be sent to the email address that you provided. Login to your email and follow the instructions outlined in order to complete your application.
10. Once you login to your account, you will be provided with your *Applicant Number* (found at the top right of the page) – keep this in a safe place for future reference.

Apply to FSWEP

1. Select *Continue* to begin your FSWEP application (or, if already on the main page, go to *View My Jobs File*).
 2. Under the section *Job Opportunities in Progress*, complete all required information indicated under the *Requirements* column. Complete information will have a green checkmark beside each mandatory requirement.
 3. Once you have completed all required information, select *Submit Application*.
- * Please note that completing your application will place your name into the general database for students. If you wish, you can also apply to specific departmental programs (instructions shown below).*

Apply to Departmental Programs

1. From the main login page *My Jobs Menu*, select *View My Jobs File*.
2. Select *Retrieve* beside *FSWEP Campaign 2013-2014*.
3. Under the *Required* column, select *Departmental Programs*.
4. Check off the programs that you are interested in applying for and select *Save*.
5. Complete each of the requirements for each of the departmental programs that you wish to apply to.
6. Once completed, select *Submit Application*.

Each time you go back into your FSWEP Application, make sure you SUBMIT!

For more information on FSWEP, visit <http://jobs-emplois.gc.ca/fswep-pfete/index-eng.php>

