



2017/2018 CAREER PLACEMENT APPLICATION FORM

CANADA REVENUE AGENCY

APPLICATION INSTRUCTIONS:

Before completing this Application Form, please read the Government/Finance Information Sheet, located here: <http://experiential-ed.mcmaster.ca/students/career-placements>

- (1) Complete this application form in full and include all required information/forms as listed in the application checklist below.
- (2) Submit your complete application to the Office of Experiential Education in KTH 129 before the application deadline.

Application Deadline: Wednesday, September 13, 2017 at 4:00pm.

Late, incomplete, or applications from ineligible students will not be considered.

It is the applicant's responsibility to ensure that they meet all eligibility criteria, that applications are complete and that all information is accurate prior to applying for this opportunity. EE eligibility criteria can be found at: <http://experiential-ed.mcmaster.ca/students/eligibility-1>

Information included in an application is subject to verification for authenticity and accuracy.

APPLICATION CHECKLIST:

The following application documents are required:

This completed application cover sheet

Completed CRA - Department Summaries Sheet

Completed Student Information Disclosure Form (including witness signature)

Statement of Interest (see [CRA Career Placement Information Sheet](#) for more information)

Your current Resume

APPLICANT INFORMATION:

Student Name:

Student ID#:

Level:

Area of Study (e.g. Political Science)

Telephone Number

McMaster Email Address

(your McMaster Email address will be used to contact you with regard to this application)



Canada Revenue Agency - Department Summaries

Please review each department summary and identify up to 2 areas that are of **most** interest to you by checking in the adjacent box. You will have the opportunity to visit all departments, but may be able to spend additional time in the area(s) you select as most interesting.

- Scientific Research & Experimental Development Program:** The Scientific Research and Experimental Development (SR&ED) program is a federal tax incentive program to encourage Canadian businesses of all sizes and in all sectors to conduct research and development (R&D) in Canada that will lead to new, improved, or technologically advanced products or processes. The SR&ED program is the largest single source of federal government support for industrial research and development.
- Audit:** The Audit Division conducted on taxpayers' returns and information to confirm and enforce compliance. Agents complete desk reviews of taxpayer files, identify issues, correspond and meet with taxpayers and their representatives and prepare completed audit files. Agents may also complete field audits on International Tax, Large Case Files, Compliance Audit and Aggressive Tax Planning to name a few.
- Program Services:** The Program Services division is responsible for ensuring the daily operation of the tax services office run smoothly. This includes supporting the Director's Office, Senior Management Team, divisional and program priorities, as well as corporate initiatives and corporate services.
- Legislation Policy and Regulatory Affairs:** GST/HST Rulings is the centre of technical expertise on the goods and services tax/harmonized sales tax (GST/HST) in the Canada Revenue Agency (CRA). Through our rulings and interpretations program, we give our clients timely, accurate, and accessible technical information on their entitlements and obligations under the *Excise Tax Act* and related regulations. We will respond to written enquiries for GST/HST rulings and interpretations within 45 working days of receipt of the request.
- Revenue Collections:** CRA is responsible and accountable for the collection of debts owed to Canada Revenue Agency as well as debts owed to various other programs such as Human Resources and Social Development Canada (HRSDC), Canada Student Loans, Employment Insurance, Employment Programs, Canada Pension Plan and Old Age Security.
- Call Centre:** Taxpayer Services Call Centre's are dynamic work environments that provide guidance and support to Canadians about their personal and business accounts. The national telephone programs supported relate to: Canada Child and Tax Benefit, Universal Child Care Benefit, Goods and Services Tax / Harmonized Sales Tax (GST/HST) credit, Individual Income Tax, Business, e-services Helpdesk, and International and Non-Resident enquiries.



EXPERIENTIAL EDUCATION
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**STUDENT INFORMATION
DISCLOSURE FORM**

As per Section 42(b) of the *Freedom of Information and Protection of Privacy Act (FIPPA)*, I authorize Experiential Education, Faculty of Social Sciences, McMaster University to disclose, during this current academic year and/or while I am enrolled as a Social Sciences student, any and all information related to my internship or other student placement activities to any or all potential or current employers or placement agencies.

I acknowledge that I will advise Experiential Education, Faculty of Social Sciences, McMaster University, in writing, if I wish to revoke this consent for any reason. Refusing or revoking consent for disclosure of information may result ineligibility for internship and/or other placement opportunities.

Student's Name (please print)	Student ID Number
Address	Telephone Number

Student's Signature	Date
Witness's Signature (Required)	Date