

Client Registration



The Job Shop assists people with career planning and job search. The purpose of the first appointment is to gather basic information and assess which programs, workshops, and employment counselling activities will help you find work.

❖ PERSONAL INFORMATION – PLEASE PRINT CLEARLY

Last Name _____ First Name _____ Phone _____

Address _____ Soc. Ins. # _____

Email _____ Date of Birth _____

Are you: Male Female

Language of Preference: English French

Are you legally entitled to work in Canada?

Yes No

Citizenship

Canadian Citizen

Permanent Resident

Are you currently working?

Full Time

Part Time

Casual

No

Are you currently self-employed?

Yes

No

Are you a student?

Yes

No

Do you have an open claim with WCB (Workers' Compensation Board)?

Yes

No

Have you applied for and/or received EI in the last 3 years?

Medical

Yes

No

Are you currently receiving EI (Employment Insurance) benefits?

Medical

Yes

No

Do you have a pending EI claim?

Yes

No

Have you had a maternal/paternal EI claim in the past 5 years?

Yes

No

Are you currently receiving Income Assistance?

Yes

No

❖ VOLUNTARY INFORMATION

To ensure our services are reaching equity groups, kindly advise if you are:

Youth 15-30

Mature 45+

Visible Minority

Aboriginal

Disabled

❖ EMPLOYMENT BARRIERS

Will any of these items affect your work search or restrict the types of work you can do? (Tick all that apply.)

Age

Family resistance to job

Health limitations

New to Comox Valley

Alcohol/drug misuse

search

Learning

No driver's license

Criminal record

Fear of approaching

disabilities/literacy

Single parent

Day care not yet arranged

employers

Mental health/

Transportation

Family/other commitments

Head injury

depression/anxiety

Volunteer work

❖ JOB SEARCH COMPETENCIES

	Yes	No
I can identify my abilities and skills.	<input type="checkbox"/>	<input type="checkbox"/>
I know what specific type(s) of jobs I want to apply for.	<input type="checkbox"/>	<input type="checkbox"/>
I know how to research an occupation.	<input type="checkbox"/>	<input type="checkbox"/>
I have a basic understanding of work available and wage rates in the Comox Valley.	<input type="checkbox"/>	<input type="checkbox"/>
I have the skills, certification and experience to match my career/job goal.	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
I have a list of potential employers.	<input type="checkbox"/>	<input type="checkbox"/>
I can devote 10 to 20 hours a week for job search.	<input type="checkbox"/>	<input type="checkbox"/>
I have a good resume which gets me short listed for interviews.	<input type="checkbox"/>	<input type="checkbox"/>
I can write different resumes for different jobs.	<input type="checkbox"/>	<input type="checkbox"/>
I can word process my own resume.	<input type="checkbox"/>	<input type="checkbox"/>
I can make minor changes to my resume if someone else word processes it for me.	<input type="checkbox"/>	<input type="checkbox"/>
I can write a cover letter.	<input type="checkbox"/>	<input type="checkbox"/>
I know how to contact employers to generate job leads.	<input type="checkbox"/>	<input type="checkbox"/>
If I get an interview, I usually get the job.	<input type="checkbox"/>	<input type="checkbox"/>
I have an answering machine or voice mail with an appropriate greeting.	<input type="checkbox"/>	<input type="checkbox"/>
I have appropriate clothing for job search.	<input type="checkbox"/>	<input type="checkbox"/>
I have someone I can talk to for encouragement during my job search.	<input type="checkbox"/>	<input type="checkbox"/>
I can easily get three references from former employers.	<input type="checkbox"/>	<input type="checkbox"/>
In past jobs, I have had mostly good relationships with my co-workers and supervisors.	<input type="checkbox"/>	<input type="checkbox"/>
I am confident about learning new jobs.	<input type="checkbox"/>	<input type="checkbox"/>

❖ RESUMÉ STORAGE

Should The Job Shop create a resumé or cover letter for me, I request that The Job Shop retain a copy of the resumé or cover letter for future need. YES NO

❖ ACKNOWLEDGEMENT REGARDING PERSONAL INFORMATION COLLECTED

The Job Shop has entered into a Canada/BC Labour Market Agreement to provide employment services to individual Canadians. Consequently, the Job Shop has been asked to collect and provide certain information and data about individual clients to the Province of British Columbia.

Personal information collected on this form is collected under the authority of Section 26(c) of the Freedom of Information and Protection of Privacy Act and is subject to all of the provisions of that Act. The personal information collected will be used for the administration of the British Columbia Employment and Labour Market Services programs. These programs are provided by the Province of British Columbia under an agreement with Canada made pursuant to section 63 of the Employment Insurance Act (Canada). If you have any specific questions concerning the collection, use or disclosure of personal information, please contact: Victoria Renneberg, Regional Policy Program Coordinator at 1-800-663-7867.

The information collected on this form is used by the Job Shop to help us provide job search and career planning assistance to you. It is not shared with the Province except for:

- **Reporting** – bulk statistics which do not identify individuals are included on our monthly reports to the Province
- **Program monitoring** – our Program Officers view randomly selected files on our premises for the sole purpose of monitoring the Job Shop's performance.
- **Case Management** – If you and your Career Advisor agree to start a Return to Work Action Plan, your SIN, birthdate, phone, address, and education information will be shared with the Province.

Client Signature _____

Date _____