

Client Registration



❖ PERSONAL INFORMATION – PLEASE PRINT CLEARLY

Last Name _____ First Name _____ Soc. Ins. # _____

Address _____ City _____ Postal Code _____

Phone _____ Alternate Phone _____

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

❖ WORK HISTORY

Position _____

Company _____

Job City _____

Job Length _____ Year Ended _____

Reason for Leaving _____

Position _____

Company _____

Job City _____

Job Length _____ Year Ended _____

Reason for Leaving _____

❖ WORK HISTORY

Position _____

Company _____

Job City _____

Job Length _____ Year Ended _____

Reason for Leaving _____

Resume attached **❖ Education Level**Bachelors degree College certificate College diploma Foreign post-secondary Grade 11 Grade 8-10 Graduated grade 12 Graduated Ontario grade 13 Less than grade 8 Post grad certificate Post grad degree Some college Some university

Certificates/Credentials _____

❖ HOW DID YOU HEAR ABOUT US? Service Canada Income Assistance Community Agency Internet Radio Word of Mouth Newspaper I am a returning client Other

If other, please specify: _____

❖ 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.

If you would like to receive be on our email distribution list, please initial here _____. We use our email distribution list to send our quarterly newsletter and to notify people about upcoming events such as job fairs or special workshops.

Client Signature _____

Date _____