

For Office Use Only
Date received:
Date first contacted and method:
Staff who first contacted:
Other/Notes:

**Are you interested in joining The Employment Program? Please use this form to request an intake meeting with one of our team members to discuss your participation in the program.** During the intake meeting, our staff will provide detailed information about the program, answer your questions, and process your application. No commitment necessary! If you decide the program is not for you, you can opt out at any time.

To be eligible to participate, you must be at least 15 years old, identify as having a disability and/or mental health challenge, and face barriers to employment. We respect your privacy, so we will never ask questions about your medical history. Please note that you must be legally entitled to work in Canada (i.e. you must be a Canadian Citizen, Permanent Resident, or Landed Immigrant). The information collected in this application will be used to assess whether or not the program would be a good fit for you.

\*Your personal information is collected under the authority of the Freedom of Information and Protection of Privacy Act, RSBC 1996, c 165 (“FIPPA”). This information will be used for the purpose of assessment of your fit to the program. Questions about the collection of this information may be directed to [jobjourney@uvic.ca](mailto:jobjourney@uvic.ca)

**\*\*Program delivery is subject to funding. Spaces may be limited. All applicants will be notified promptly.**

Funded in Part by the Government of Canada’s Opportunity Fund, CanAssist and the University of Victoria.

Please place a check mark beside the response that most accurately describes your situation.

1. What Employment program stream are you interested in joining?

- Landscape Program** partnered with Power to Be (ages 18-25)

*This program requires you to travel to Prospect Lake for hands on landscape training. As well as travel to CanAssist on the Uvic campus for employment training. This is a full-time and physical program that is best suiting for someone who is either not in school, is taking part-time classes or has a flexible schedule.*

- Job Journey** Employment Program (ages 15+)

*A part-time program that requires 4 hours of your time during the weekdays for workshops and job coaching.*

2. Would you rather attend online or in person workshops?

- Online**

*This group is for individuals who have work experience and/or are about to graduate high school and are preparing for adulthood. The Zoom workshops happen once a week for 2 hours over 6 weeks with an expectation of completing engaging projects outside of workshop hours.*

- In person**

*This group is for individuals who have little to no work experience or would benefit from revisiting key employment skills. This group meets once a week for 2.5 hours over 6 weeks at CanAssist on Uvic campus.*

Funded in Part by the Government of Canada's Opportunity Fund, CanAssist and the University of Victoria.

**3. What is your Citizenship Status?**

- Canadian citizen.
- Permanent resident or landed immigrant.
- International student or temporary work permit holder.

**Reference/Applicant Information**

Referred by:	Email:	
Phone:	Relationship to Applicant:	
<b>Applicant Information</b>		
Name:	Age:	DOB (dd/mm/yyyy):
Gender:	Pronoun (eg. he, she, they):	
Email:	Phone: <i>(please note if cell or home)</i>	
Home Address:		
Postal Code:	Do you have a SIN number?    YES    NO	
Current Level of Education:		Current Grade/Year:
<b>Disability/Mental Health Description(s):</b>		
<b>Transport</b>		
Can the applicant successfully use public transportation on their own?	<b>Yes</b>	<b>No</b>
How will the applicant get to the program most of the time?		
<b>Contacts</b> (Please fill out if you are 19 years old and younger)		
Primary Parent/Guardian Contact:	Relation to Applicant:	
Email:	Phone:	
What language is spoken at home: <b>English</b> <b>French</b> <b>Other:</b>		
Are the applicant's parents/guardians willing to support real work for real pay? <b>Yes</b> <b>No</b>		
Emergency Contact (if different than above):	Daytime Phone:	
Other professionals or programs the applicant is involved with:		
Funded in Part by the Government of Canada's Opportunity Fund, CanAssist and the University of Victoria.		

## Program Participation and Expectations

Previous Work/Volunteer Experience:

---

Current areas of interest:

---

Your comfort and safety are important to us. Is there anything you'd like us to know about you so that we can provide a safer and more comfortable meeting environment?:

---

Please describe briefly what you hope to achieve by participating in the Employment program (Do you have any employment goals? What type of work are you interested in? What skills would you like to learn?)

---

Funded in Part by the Government of Canada's Opportunity Fund, CanAssist and the University of Victoria.

---

The answers to the following questions will **NOT** negatively affect your admission to the program. They **WILL** be used to help us support you more effectively.

Are you motivated to learn and work? **Yes** **No**

Are you able to commit to searching for a long-term part-time job that will continue over the school year and summer? (i.e. not registering in this program to find a summer job only or to complete a Work Experience for school) **Yes** **No**

Is finding work a priority (i.e. over social activities, family vacation, etc.)? **Yes** **No**

Are you able to work and participate in a group setting? **Yes** **No**

Are you able to follow simple directions and instructions? **Yes** **No**

Additional notes:

How did you hear about our program?

From a support worker

Read about the program online

From a friend/family member

Social media

Service provider

Other, please specify \_\_\_\_\_

Funded in Part by the Government of Canada's Opportunity Fund, CanAssist and the University of Victoria.