



Funding provided through the Canada-British Columbia Labour Market Agreement.

Canada/British Columbia Labour Market Agreement Participant Intake Form

**PLEASE PRINT CLEARLY AND ANSWER ALL QUESTIONS ON THE FORM.
IF YOU HAVE ANY QUESTIONS ABOUT THE FORM PLEASE ASK PROGRAM STAFF OR SEE
THE DEFINITIONS PAGE ATTACHED. THANK YOU.**

Name of Program: _____

Organization: _____

Your Name: _____			
First Name	Middle Initial	Last Name	
Date of Birth: _____			
Day / Month / Year			
Mailing Address: _____			
Street Address			
_____		_____	
City / Town		Postal Code	
Email Address: _____			
Phone Numbers: Home (____) _____			
Alternate (____) _____			
Community you live in (if different than your mailing address): _____			

1. What is your first day with the program: _____

Day / Month / Year

2. Gender: Male Female

3. Do you self-identify as an Aboriginal Person? No Yes

If yes, please check one:

First Nations

Métis

Inuit

4. Are you an Immigrant? No Yes
If yes, how many years have you been in Canada? _____ years.

5. Are you a Person with a Disability? No Yes

6. At the time of registration for this program, were you receiving Provincial Income Assistance?
 No Yes

7. What is the highest level of education you've attained: (please check one)
 Less than high school
 High School diploma or recognized equivalent
 Some post-secondary
 Non-university certificate or diploma such as a trades certificate
 University - Bachelor's Degree
 University - Above Bachelor's Degree

8. At the time of registration for this program, were you: (please check one)
 Employed
 Self Employed
 Unemployed - On a temporary layoff and available for work
 Unemployed - Have looked for work in the past 4 weeks
 Unemployed - Available for work and have a new job to start within the next 4 weeks
 Unemployed - Have NOT looked for work in the past 4 weeks

9. If you checked Employed or Self Employed for Question 8, how many hours do you typically work in a week?
_____ hours

Would you prefer to work more hours? No Yes

10. What were your approximate gross earnings per hour at your most recent or current job (i.e. before taxes and deductions are taken)? This includes any tips and commissions.
\$_____ per hour

11. In which industry was your most recent or current job? _____

My signature below means:

- I have answered all questions on this form and certify that all information I have provided is complete and accurate.
- I understand the Province of British Columbia receives funding for this program from the federal government as a result of the Canada/BC Labour Market Agreement.
- I understand that information I have provided on this form or that has been collected about me during my participation in this program will be forwarded to the Ministry of Jobs, Tourism and Skills Training who is the provincial oversight for British Columbia's allocation of the Canada/BC Labour Market Agreement.
- I understand the Ministry of Jobs, Tourism and Skills Training is responsible for fulfilling reporting obligations associated with the Canada/BC Labour Market Agreement; however, no personally identifiable information about me will be exchanged with the federal government to fulfill this requirement.
- I consent to being contacted by the Ministry of Jobs, Tourism and Skills Training (or its agent) at intervals and up to 12 months after completion of my participation in this program for the purpose of program evaluation.

Collection and Use of Information. All information is collected pursuant to section 26(c) of the *Freedom of Information and Protection of Privacy Act*. The information provided will be used for administrative and evaluation purposes of this program. If you have any questions about the use of this information, contact the Labour Market Programs Branch, Ministry of Jobs, Tourism and Skills Training, (250) 387-9614.

Effective as of the date below, I consent to the direct collection by the above named Organization and the indirect collection by the Province of British Columbia of the personal information provided by me in this form for administrative and program evaluation purposes.

Signature: _____ Date: _____

Print Name: _____

Definitions:

First Nations: Officially called Indians in the Indian Act, this term refers to the indigenous peoples of North America located in what is now Canada, and their descendents, who are not Inuit or Métis.

Métis: Métis means a person who self-identifies as Métis, is of historic Métis Nation Ancestry and is accepted by the Métis Nation. Métis people identify themselves, and are recognized, as distinct from First Nations (Indian), Inuit or European descendants.

Inuit: The Inuit are the Aboriginal inhabitants of the North American Arctic.

Immigrants: Persons who were foreign born and have been permitted by immigration authorities to live in Canada permanently.

Persons with Disabilities: Persons who have difficulty with daily living activities or have a physical condition or other health problem that reduces the kind or amount of activities they can do.

Less than High School: Persons not recognized as having completed a high school diploma or recognized equivalent and who do not have diplomas or certificates recognized in the BC labour market.

High School: Persons who have completed a high school diploma or equivalent (e.g. General Equivalency Diploma).

Some Post Secondary Education: Persons who have some post secondary (i.e. post secondary program incomplete).

Non university certificate or diploma such as a trades certificate: Persons who have a non university certificate or diploma from a community college, school of nursing, etc. or a trades certificate or diploma from a vocational or apprenticeship training.

University - Bachelors Degree: Persons who have completed university and hold a bachelor's degree.

University degree - Above Bachelor's Degree: Persons who have completed university and hold a Master's degree or PHD.

Employed - Full Time: Persons who work in paid employment at a job or business that is **full time (30 hours or more per week)** in the context of an employer/employee relationship (Does

not include self employment) This includes those who have a job but are not at work due to temporary illness or disability, family or personal responsibilities, vacation, labour dispute or other reasons. (Excludes persons on layoff, between jobs, or those with a job to start at a future date)

Employed – Part Time: Persons who work in paid employment that is **part time (less than 30 hours per week)** in the context of an employer/employee relationship. (Does not include self employment) This includes those who have a job but are not at work due to temporary illness or disability, family or personal responsibilities, vacation, labour dispute or other reasons. (Excludes persons on layoff, between jobs, or those with a job to start at a future date)

Self Employed: Persons who are working owners of an incorporated or un-incorporated business, farm, or professional practice, with or without paid help. The “un-incorporated” group includes self employed workers who do not own a business (such as babysitters and newspaper carriers). Self employed workers include unpaid family workers, i.e. persons who work without pay on a farm or in a business or professional practice owned and operated by another family member living in the same dwelling.

Unemployed – On temporary layoff and available for work: Persons who are not working full or part time, are on temporary layoff with an expectation of recall, and are available for work.

Unemployed – Have looked for work in past 4 weeks: Persons who are not working full or part time, have looked for work in the past 4 weeks, and are available for work.

Unemployed – Available for work and have a new job to start within the next 4 weeks: Persons who are not working full or part time, have a new job starting within the next 4 weeks, and are available for work.

Unemployed – Have not looked for work in past 4 weeks: Persons who were unwilling or unable to participate in the labour force and have not looked for work in the past 4 weeks. This includes individuals attending public school, attending private or public post-secondary institutions, stay at home parents or caregivers, incarcerated individuals, and discouraged job seekers (those who are unemployed and not actively seeking work as they believe no suitable work is available).

Industry: The category describing an organization’s primary business activity. For example: mining, fishing, construction, etc.