



110 Saskatchewan Avenue West
 Portage la Prairie, MB R1N 0M1
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EMPLOYMENT ASSISTANCE SERVICES – INTAKE FORM

(DO NOT FILL IN. To be completed by Service Provider)

Service Provider Name: _____

Project Name: _____ Service Provider ETS-ICM Case #: _____

Participant Start Date: _____
 (yyyy/mm/dd)

Participant Identification

Note: It's important that you understand that this is a Government funded program which requires your cooperation with follow-up procedures. It is mandatory that we contact you within 90 days to see if you've found employment. Please notify us if your phone number, email, or address changes. Your cooperation and willingness to provide us with this information is appreciated and allows us to continue to offer this great service for **FREE!**

Social Insurance Number (You **MUST** provide this): _____

Name: _____
 (First name) (middle name) (last name)

Date of Birth: _____ Gender: Male Female Not Specified
 (yyyy/mm/dd)

Who recommended that you contact this agency? (Referral Source):

Self or family/friend	EI walk-in or referral
Community Agency	Internet/Facebook
Training and Employment Services	Parole Officer
Employment Partnership Service Provider	EIA Counsellor
First Nations or Metis Organization	Apprenticeship Manitoba
Newcomer Settlement Services	Training or Education Institution

Primary Contact Information

Residential Address: Apt. # _____ Street Address: _____

Delivery Address: (e.g. Box or R.R.): _____

City/Town: _____ Postal Code: _____

Telephone Number: _____ Alternate Number: _____

E-Mail Address: _____

Demographic Information

Employment Status at Intake: Employed Not Employed – Unemployed Self-Employed

Where do you work: _____ Job title/position: _____

Wage (Hourly Rate): _____ When did you start: _____

Hours per week: _____

Education: _____ Year Education Completed: _____
 Highest Level of Education Completed

Source of income (check all that apply)

Band Assistance	No source	MMF
Employed Part-Time	Employed Full-Time	Student/Other
Disability	Social Assistance	Casual/Seasonal
Employment Insurance	Self-Employed	Pension

