



PORTAGE LEARNING & LITERACY CENTRE

110 Saskatchewan Avenue West Portage la Prairie, Manitoba R1N 0M1

Telephone: 204-857-6304 Fax: 204-857-6358

E-mail: info@pllc.ca Website: www.pllc.ca

Portage Work Experience Program - Participant Application Form

Portage Work Experience is an employment program offered through Portage Learning and Literacy Centre and is designed to help youth overcome barriers to employment. Participants are compensated at minimum wage for completing two or four weeks (total 60 or 120 hours, as training is 6 hours a day, 5 days per week) of pre-employment training, followed by approximately 12 or 14 weeks (up to 560 hours) of full-time work experience. Through this program, participants will be able to develop a broad range of skills and knowledge relevant to the current and future labour market.

The pre-employment training sessions have set start dates throughout the year. Please contact the Program Coordinators for further information about when the next session will begin.

Program Eligibility

Are you between the ages of 15-30?

Yes ☐ No ☐

If under 18, are you enrolled in high school?

Yes ☐ No ☐

Are you employment-ready and currently looking for work?

Yes ☐ No ☐

Are you a Canadian Citizen, Permanent Resident, or Protected Person?

Yes ☐ No ☐

Are you living in Portage la Prairie, MB or Central Plains Region?

Yes ☐ No ☐

Are you receiving Employment Insurance (EI) benefits?

Yes ☐ No ☐

Are you experiencing a barrier to employment?

Yes ☐ No ☐

Are you fully vaccinated? (two weeks after 2nd vaccine)

Yes ☐ No ☐

** Vaccination is needed to enter the PLLC building; if you are not vaccinated then all of your training will be completed online. Unvaccinated individuals will also have limited Work Experience Placement options due to workplaces having their own policies in regards to vaccine requirements.

Contact Information

Name: _____

Social Insurance Number (SIN): _____

Phone Number (Primary Contact): _____

E-Mail (Secondary Contact): _____

Date of Birth: _____

Personal Information

My current gender identity is _____

Member of Visible Minority (non-caucasian, non-Indigenous): Yes ☐ No ☐

Persons with a disability: Yes ☐ No ☐

Indigenous Group: Registered off-reserve ☐ Registered On-Reserve ☐ Non-Status ☐ Metis ☐

Inuit ☐ N/A ☐

Have you moved to Canada in the past 5 years? Yes ☐ No ☐

What type of work are you interested in?

☐ Pet Services

☐ Social Services

☐ Health Care

☐ Automotive

☐ Recreation

☐ Production

☐ Other (Please Specify): _____

☐ Construction

☐ Retail

☐ Fast Food/Restaurant

☐ Hospitality(Hotel)

☐ Landscaping/Yard Services



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Going by the last section, can you think of any local employers that you are specifically interested in working for?

Yes ☐ No ☐ Unsure ☐

If yes, please list them:

Have you completed and graduated from high school, Mature 12, or received your GED?

Yes ☐ No ☐ Currently Enrolled ☐ Year Graduated: _____

If you have not completed one of the above, do you have plans for returning to school or are you interested in finding out more information about our Mature Student High School Diploma (Mature Grade 12 program) at the PLLC? Please explain:

Why do you think you are a good candidate for the Portage Work Experience Program?

Please explain any barriers you are facing for employment. Barriers can include but are not limited to: lack of education, mental health struggles, addictions, limited English, disability, reside in a rural area, legal issues, no access to phone or emails, etc.



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The training component is a mix of at-home and in-person sessions at the PLLC. Please answer the following questions.

Do you have reliable transportation to and from training and your work experience placement?

☐ Yes ☐ No ☐ Unsure

Please Explain:

Do you have a quiet place to work at home?

☐ Yes ☐ No

How did you hear about us?

- ☐ PLLC – Employment Assistance Services
- ☐ PLLC – Newcomer Settlement Services
- ☐ PLLC – Education
- ☐ Other Training or Education Institution
- ☐ Indigenous Organization

- ☐ Community Agency
- ☐ Internet/Facebook
- ☐ Advertisement/Bulletin
- ☐ Self
- ☐ Other _____

FREEDOM OF INFORMATION & PROTECTION OF PRIVACY ACT (FIPPA)

Your personal information is confidential and will be used to contact you to set up an interview. It is collected under the authority and regulations of the agencies that provide funding for our programming.

Signature of Applicant

Date

Thank you for your application to the Portage Work Experience Program. The Program Coordinators will review your application and will contact you to set up a meeting for an Employment Readiness Evaluation

For Office Use Only:

Date Application Received: _____

Called to schedule interview?

Interview date & time: _____

Attended and on time? _____

Accepted? _____