



Employment Services- Referral / Client Application Form

Fill out the following information and email it to [info@employmentworksottawa.ca](mailto:info@employmentworksottawa.ca) and one of our Employment Support Staff will reach out for next steps! If you are filling out on behalf of a client, we will also need a signed release of information to contact the referral source if needed.

**Referral Source Information (if applicable):**

Agency Referring: \_\_\_\_\_  
Staff Referring: \_\_\_\_\_  
Referral Contact Information: \_\_\_\_\_  
Date of Referral: \_\_\_\_\_  
Release of Information Completed:  Yes (please include)  No

**Client Information:**

Client Legal Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Preferred Name: \_\_\_\_\_ Pronouns: \_\_\_\_\_  
Primary Number: \_\_\_\_\_ Secondary Number: \_\_\_\_\_  
Email: \_\_\_\_\_ Preferred method of contact:  Phone  Email

**Status in Canada:**

- Canadian Citizen  Permanent Resident  Granted Refugee Status (confirmed)
- I have/Client has applied for refugee status and is pending a Notice of Decision

**Supports Required:**

- Resume & cover letter building
- Interview preparation
- Time Management
- Confidence & self-esteem
- Financial literacy
- Job searching
- Customer Service
- Information regarding skilled trades
- Networking
- Obtaining certifications: (First Aid, WHMIS, Safe Food, etc.)
- Managing mental health
- Applying for education

**Do you/Does the candidate self identify as having a disability?**

(Ex. physical, developmental, mental health, addictions, learning challenges, etc.)?

- Yes  No  Unsure

**Do you/ Does the candidate have a valid SIN card or SIN paper that can be shown during the intake?**

- Yes  No

**Do you/Does the candidate have any of the following valid Canadian IDs? (Check all that apply)**

- Health Card  Driver's License  Photo ID  Passport  Other: \_\_\_\_\_

**Are you/ Is the candidate enrolled in high school or post-secondary education?**

Yes  No

**What is your/What is the candidate's availability?**

Full-Time (30+ hours)  Part-time (10-25 hours)  Casual (Less than 10 hours)