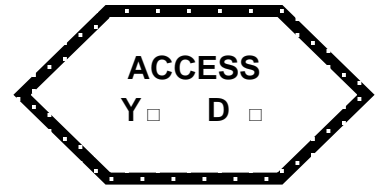




2nd Floor – 519 Seventh St., New Westminster, BC V3M 6A7
Telephone: (604) 522-9701 | Fax: (604) 522-4792



INTAKE FORM

Date: _____

File # _____

PERSONAL INFORMATION

Name: _____
(Last) (First) (Initial)

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: _____ Alternate Phone: _____ E-mail: _____

Date of Birth: _____ SIN # _____
(Year / Month / Day)

Gender Female Male Trans Dependents: _____ (number of children or adults in your care)

Marital Status: Single Married Divorced Common-Law Widowed Separated

First Language: English French Other: _____

MEDICAL CONCERNS

Do you have any medical problems or disabilities of which we should be aware? Yes No

If yes, please explain: _____

WHERE DID YOU *FIRST* HEAR ABOUT OUR SERVICES?

- Friend/family member Brochure or Poster Website (_____)
- Employment Insurance (EI) Sandwich Board Hiring Fair
- Income Assistance (MSD) Another Agency (_____)

DO YOU WANT TO BE PLACED ON AN EMAIL LIST TO HEAR ABOUT HIRING FAIRS/EVENTS?

Yes No

CITIZENSHIP

Are you: Canadian Citizen Permanent Resident Other

ARE YOU A MEMBER OF ANY OF THE FOLLOWING GROUPS?

- Aboriginal Metis Person facing multiple barriers Person with Disabilities
- Immigrant Youth Survivor of Violence/Abuse Francophone

EMPLOYMENT

Are you eligible to work in British Columbia? Yes No

WHAT IS YOUR EMPLOYMENT STATUS? (Please check all that apply)

- Unemployed Full time (How many hours per week? _____) Is your work seasonal? Yes
- Student Part time (How many hours per week? _____) No

SOURCE OF INCOME

Have you **recently applied** for Employment Insurance? Date: _____ Yes No

Are you **currently receiving** Employment Insurance (EI) Benefits? Yes No

If **yes**, what type of benefit? EI Regular EI Medical EI Maternity EI Paternity

If **no**, have you been **on EI in the past** 3 years or EI Maternity or EI Paternity leave in the past 5 years? Yes No

Are you currently receiving **Income Assistance**? Yes No

Please list any other form of Income: _____



AUTHORIZATION TO DISCLOSE AND EXCHANGE INFORMATION - CLIENT CONSENT

I authorize the Ministry of Social Development (MSD), Service Canada, Fraser Works Cooperative, schools, WorkSafeBC and other service providers that I attend, to:

Disclose / Exchange of my personal information on the following:

1. My eligibility for Employment Benefit
2. My training, employment history, needs
3. My progress on my Action Plan.
4. Follow-up results to my Action Plan.
5. Attendance at scheduled interviews and interventions for the above agencies.
6. Interventions with other service providers including community agencies and schools.

The information disclosed / exchanged will be treated as confidential and will be solely used by:

1. Fraser Works cooperative to administer Labour Market Programs and Services.
2. Service Canada to evaluate employment and savings to the EI fund.
3. MSD to determine eligibility for Income Assistance.
4. MSD to determine program eligibility for Income Assistance recipients.
5. Mental Health Worker

I understand my Social Insurance Number (SIN) is obtained as per Fraser Works’ contract with the Ministry of Social Development for the purposes of establishing my eligibility for various programs.

In the course of my involvement with Fraser Works non-identifying information may be shared to address individual health and safety concerns, to achieve program goals or individual objectives.

I am aware that an exit summary of services will be provided upon request and Fraser Works “Client Rights and Responsibilities” are posted in the common areas.

Fraser Works Co-op maintains confidentiality of client information

I acknowledge that I have read and understood the above information.

My signature indicates that I agree to participate in these services.

Client Name – please print

Date

Client Signature

Email: info@fraserworks.ca | Website: www.fraserworks.ca





Code of Conduct

WorkBC Fraser Works Co-op Employment Services Centre is committed to providing a safe, comfortable, and enjoyable environment for our clients to conduct employment and training activities.

Staff are proactive in maintaining an environment free from disruptive or offensive conditions and behaviours that may include:

- Use of any resource for other than job search, career exploration, assessment, occupational skills building, or other employment and training related activities;
- Use of cell phones, loud music players and/or loud, disruptive conversations;
- Use of profane, abusive language and/or gestures;
- Intoxicated or drug influenced behaviour;
- Compromising the confidentiality of others;
- Accessing non-public areas of the Centre;
- Carrying or display of any weapon or device that may be used as a weapon.

Food and beverage may be enjoyed in the waiting area only and waste shall be properly disposed of.

The WorkBC Centre is an adult learning environment. Children, must be under direct and constant supervision of a parent or guardian, and encouraged to behave in a manner that is not disruptive to others.

Facebook time allotment is 20 minutes

Dress and personal hygiene of all must be socially acceptable.

The WorkBC Centre is a scent free environment.

Service animals are permitted if under control of their owner.

Clients not adhering to the Code of Conduct will be asked to cooperate or leave the building. If you think an individual is interfering with your ability to complete your job search related tasks, please contact any WorkBC staff person for assistance.

Print Name: _____ Signature: _____

Date: _____

Email: info@fraserworks.ca | Website: www.fraserworks.ca

