Canada BRITISH COLUMBIA

Funding provided by the Government of Canada through the Canada-British Columbia Workforce Development Agreement.

Skills Training Employment Programs
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 ATTACHED DEFINITIONS PAGE. THANK YOU.

Name of Program: **Skills Training for Young Adults with Barriers** Agreement#: **C24STE109**

Organization **Mission Community Skills Centre Society** Project Name: **Food Skills BC**

Prog. Start Date: Month _____ Day _____ Year _____

Participant Name: _____ / _____ / _____
First Name Middle Name Last Name

Date of Birth: ____ / ____ / ____ Social Insurance Number: _____
Year Month Day

Participant Identification Source:

- ☐ Driver's License
- ☐ BCID
- ☐ Birth Certificate
- ☐ Other (please specify): _____

Phone Numbers: Daytime: ( ) _____ Alternate: ( ) _____

Email Address: _____

Residential Address: _____
Street Address

City: _____ Postal Code: _____

Mailing Address (If different from residential address)

Mailing Address: _____
Street Address

City: _____ Postal Code: _____

1. Gender: ☐ Male ☐ Female ☐ Other ☐ Prefer not to say

2. Marital Status
   - ☐ Married or equivalent
   - ☐ Single
   - ☐ Prefer not to answer

3. Number of Dependents: _____

4. Are you a:

Canadian Citizen	☐ Yes	☐ No
Permanent Resident	☐ Yes	☐ No
Protected Person Entitled to work in Canada	☐ Yes	☐ No

5. Did you immigrate to Canada?
   ☐ Yes ☐ No

   If yes, what year did you come to Canada? _____

6. Did you come to Canada as a refugee?

   If yes, from what country did you immigrate? _____

7. Do you self-identify as a Person with a Disability?
   ☐ Yes ☐ No ☐ Prefer not to say

8. Do you self-identify as a Visible Minority?
   ☐ Yes ☐ No ☐ Prefer not to say
   If yes, what ethnicity do you identify with? _____

9. Do you self-identify as an Indigenous Person; that is, First Nations, Metis or Inuit?
   ☐ Yes ☐ No ☐ Prefer not to say

   If yes, please check one:
   - ☐ First Nations
   - ☐ Metis
   - ☐ Inuit

10. Have you been or are you a Youth in Care with Ministry of Children and Family Development?

☐ Yes ☐ No ☐ Prefer not to say

11. What is your Federal Official language of choice?

☐ French
☐ English
☐ Not a federal official language

12. What is your Federal Official language of service?

☐ French
☐ English
☐ Not a federal official language

13. What is your highest level of education?

☐ Less than high school
☐ High school diploma or recognized equivalent
☐ Some post-secondary
☐ College, CEGEP, or Non-university certificate or diploma
☐ University certificate or Diploma
☐ University Degree
☐ Other
☐ Prefer not to say

14. Which best describes your pre-intervention employment status: (please check one)

☐ Employed
☐ Self Employed
☐ Unemployed
☐ In School or Training
☐ Not in the Labour Force

If you checked **Employed** or **Self Employed** above:
How many hours do you work in an average week? hours

What is your average hourly wage? $ Per hour

What is your employment type? (check one)

☐ Seasonal
☐ Temporary
☐ Casual
☐ Permanent
☐ None of the above

What will your National Occupation Classification be after training? NOC CODE: _____

15. Are you or have you been an apprentice?

☐ Yes ☐ No

If yes, are you registered with the Industry Training Authority (ITA)?

☐ Yes ☐ No

If yes, what is your registration# _____

16. Are you a Certified Trades Person?

☐ Yes ☐ No

If yes, did you obtain your certification in Canada?

☐ Yes ☐ No

If yes, what province did you obtain your red seal certification? _____

What country did you obtain your certificate? _____

17. Are you currently receiving Employment Insurance Benefits? (Please check one)

☐ Yes ☐ No

If EI Claimant was indicated above, have you received, or are you receiving Employment Insurance (EI) benefits: (please check one)

☐ Currently- COMPLETE A SECTION 25 REFERRAL

☐ In the last month

☐ In the last 3 months

☐ In the last 36 months (3 years)

☐ In the last 60 months (5 years)

Were these maternal/parental benefits? ☐ Yes ☐ No

Do you consider yourself to be facing barriers to employment? ☐ Yes ☐ No

18. Are you a worker whose job/employment has been directly impacted by changes in the forestry sector, such as mill closures, curtailments and cessation of forest harvesting?

☐ Yes ☐ No

19. Has your community been impacted by changes in the forestry sector, such as mill closures, curtailments and cessation of forest harvesting?

☐ Yes ☐ No

Participant Consent Form

As part of your participation in FOOD SKILLS BC, personal information will be collected from you including but not limited to your name, social insurance number, contact and demographic information. Following completion of the training, all Participants are required to provide feedback about the program, the outcomes of the training, and whether the training met your employment needs ("Surveys"). You may also be asked if you wish to, or may volunteer to, provide a testimonial regarding your program experience ("Testimonial").

Collection Notice

All personal information in the Participant Intake form, the Surveys, any Testimonial and other information related to your participation in the program ("Personal Information") is collected pursuant to sections 26(c), 26(e), and 27(1)(a)(i) of the Freedom of Information and Protection of Privacy Act. This information will be used for administrative, evaluation, program development, and /or research purposes, including to determine your eligibility for participation in the program.

This information may also be disclosed to the BC Ministry of Education, the BC Ministry of Social Development and Poverty Reduction, the BC Ministry of Indigenous Relations and Reconciliation and/or the BC Ministry of Jobs, Economic Development and Innovation for administrative, evaluation, program development and/or research purposes, and will be provided to the Government of Canada ("Canada") to meet reporting requirements about programs funded by Canada through the Canada-British Columbia Workforce Development Agreement

If a Testimonial is provided, the Testimonial may be used and disclosed to publicly promote the program.

Consent and Agreement

Effective as of the date set out below, and in consideration of the opportunity for me to participate in a Employment and Training Program, I:

- Certify that all of the information that I have provided is accurate and complete;
- Certify that I understand that my agreement to provide this information and complete the surveys is a condition of participation in the program;
- Consent to the collection (including indirect collection), disclosure, and use of my Personal Information by the Province of British Columbia and the Government of Canada for the purposes described above;
- Consent to my Personal Information being used to contact me to conduct the Surveys and to request a Testimonial.

If you have any questions about the collection and use of this information, please contact the Director, Targeted Workforce Skills Training, by telephone at 250-415-6307, or by mail at:

Director, Targeted Workforce Skills Training

Workforce Development and Skills Training Division

Ministry of Post-Secondary Education and Future Skills

PO Box 9189 Stn Prov Govt Victoria BC V8W 9E6

I, the undersigned, hereby accept and agree to the above terms and conditions.

_____	_____	_____
Print Name	Signature	Date (YYYY/MM/DD)

Definitions:

"Dependant" is defined as an individual who lives in the same household as the participant and for whom they have caregiving responsibilities. The dependant may be a child by birth, marriage, or adoption, may be a foster child, or is an adult dependent (e.g. an adult offspring with a disability).

"Casual Employment" means employment for a determinate period where it is known that the employment will not be continuous and will have an end date, whether or not the specific end date is known at the time of employment.

"EI claimant" means a person who is an active Employment Insurance (EI} claimant (i.e. receives employment insurance benefits) or former claimant (who has had an EI claim in the last 36 months, or for whom a claim for maternity or parental benefits has been established within 60 preceding months)

"Employed" means an individual who is receiving, or being entitled to receive, wages for work performed for an employer and being subject to regular employment deductions or being self-employed. An individual who is working for no wages (i.e. volunteering) is not considered employed.

"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 descendants, who are not Inuit or Metis.

"High School" means persons who have completed a high school diploma or equivalent (e.g. General Equivalency Diploma).

"Immigrant" means a person who is foreign born and has been permitted by immigration authorities to live in Canada permanently.

"Indigenous" refers to persons or communities within present day Canada that include First Nations. Inuit and Metis.

"In school or training" means a person who is in school or training and not currently employed.

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

"Less than High School" means a person not recognized as having completed a high school diploma or recognized equivalent and who does not have a diploma or certificate recognized in the BC labour market.

"Married or equivalent" means a person who is married and has not separated or obtained a divorce, and whose spouse is still living or a person who is living in a common-law relationship with another person but who is not legally married that person.

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

"Non-EI claimant" means a person who is not currently eligible for EI benefits and who is not a former claimant.

"Non-university certificate or diploma such as a trades certificate" means a person who has 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 school.

"Not in the labour force" means those persons not in the labour force who are unwilling or unable; that is, they are neither employed nor unemployed. This also includes discouraged workers, who want to work but are not currently looking for work because they believe no suitable work is available.

"Permanent Employment" means when a job is expected to last as long as the employee wants the job, and as long as business conditions permit.

"Person with a Disability" means an individual who self-identifies as having a physical, cognitive/mental, sensory, or developmental disability which results in limitations executing tasks or actions that relate to employment.

"Personal Information" means recorded information about an identifiable individual other than contact information, as defined in the Freedom of Information and Protection of Privacy Act (British Columbia) ("FOIPPA").

"Seasonal Employment" means employment for a determinate period, where it is known that the employment will not be continuous and will have an end date, whether or not the specific end date is known at the time of employment.

"Self Employed" means persons who are working owners of an incorporated or unincorporated 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.

"Single" means a person who has never been married, a married person who is no longer living with his/her spouse (separated) and has not remarried, a person who has obtained a legal divorce and has not remarried, and person who has been widowed and has not remarried.

"Social Insurance Number" means a nine digit number that is necessary to work in Canada and to access certain government services and programs, including EI and social assistance. The Government of Canada assigns SINs to all individuals who have an income or pay taxes.

"Some Post Secondary Education" means a person who had some post secondary education (i.e. post secondary program not complete).

"Temporary Employment" means a job that has a predetermined end date or will end as soon as a specific project is completed.

"Unemployed" means an individual who is not employed.

"University" means a person who has completed university and holds a bachelor's degree, Master's degree or PhD.

"Visible Minority" *The Employment Equity Act* defines visible minorities as "persons other than Aboriginal peoples, who are non-Caucasian in race or non-white in colour". The visible minority population consists mainly of the following groups: Chinese, South Asian, Black, Arab, West Asian, Filipino , Southeast Asian, Latin American, Japanese and Korean.