



Continuous Learning Centre Intake and Funding Application

Name:		Date:	
Phone:		Street Address:	
Email:			
City:		Postal Code:	
Date of Birth:		Gender: M <input type="checkbox"/> F <input type="checkbox"/> Other <input type="checkbox"/>	
Emergency Contact Name:		Phone:	
		:	
Are you Currently Employed? Yes <input type="checkbox"/> No <input type="checkbox"/> Where?			
Do you Have an Updated Resume? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Course Name (If Applicable):			
Marital Status: Married <input type="checkbox"/> Single <input type="checkbox"/> Common Law <input type="checkbox"/>			
Children: Yes <input type="checkbox"/> No <input type="checkbox"/> Age(s): _____			
Status number:		SIN:	
		:	
Please list any Certificates, Diplomas, Degrees, or Journeyman Tickets you have			
Certificate name	Institution	Date	
1.			
2.			
3.			
Please Provide Two (2) Pieces of ID			



Program Options (Please Check Appropriate Option)

IMPORTANT: All the documents identified within the Program Option **MUST** be included with the application form prior to proceeding. Please note, we also ask that your application be submitted at least two weeks prior to start date.

The following checklist must be completed to ensure all documents are in place prior to proceeding.

ONLY COMPLETE APPLICATIONS WILL BE PROCESSED.

Work / Safety Gear

The following documents must accompany the application to proceed.

CLC Intake Form

Status Card

Resumé & Cover letter (email)

Letter from employer and/or institute stating need

3 Quotes for Supplies

Course Purchase - Short-Term (up to 2 weeks)

The following documents must accompany the application to proceed.

CLC Intake Form

Status Card

Resumé & Cover letter (email)

Labour Market Research

Course Outline & Letter of Acceptance



Course Purchase - Long-Term (over 2 weeks)

The following documents must accompany the application to proceed.

CLC Intake Form

Status Card

Resumé & Cover letter (email)

Letter of Acceptance from Training Institute

Course Outline

Written Confirmation of Cost Share (if applicable)

Labour Market Research

Letter of Employment (if applicable)

Waiver form/Consent for Release

Living Supports

Rent Supports

CLC Intake Form

Dependents How many ___ Ages ___

Rent Receipt (for rent support only)

Direct Deposit Information

Additional Requirements May Include but not limited to:

Training course research.

My Service Canada Account – print last or current Employment Insurance Claim information.

Employment Assistance Service in regards to Job Readiness Preparation such as; resume and cover letter preparation, job search strategies and interview skills development. This would be to ensure client is a self-sufficient job seeker before training proceeds.

Note to Client:

Once you've completed your application package, confirm an appointment with your Program Officer to discuss and create back to work action plan which is an agreement that will outline short and long term goals in regards to training and employment. Your Program Officer will case manage your file with regular periodic follow up which will assist with barrier's which may occur during training and/or employment and provide support and motivation to succeed.

Please provide two pieces of ID with your completed application:

Print name: _____

Signature: _____

Date: _____