

# Job Creation Form



## Employment and Training

### Client Checklist

File # \_\_\_\_\_

Participant Name: \_\_\_\_\_

Start Date: \_\_\_\_\_

PROGRAM NAME	ITEM	DATE	Staff INITIALS
	Application		
	Copy of Status Card		
	Consent Forms		
	Letter of Intent to Employment & Training		
	High School/Post-Secondary Transcripts and Certifications		
	Personal Budget		
	Updated Resume		
	Financial Verification (Pay stub, OW stub, R.O.E.)		
	Employer Information Form Completed		
	Job Description		
	Intake Assessment		
	Employment Action Plan (Meet with Employment Coordinator)		

Please return this checklist with your completed package.