

Wage Subsidy 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.)		
	Letter from Employer		
	Employer Information Form Completed		
	Job Description		
	Intake Assessment		
	Employment Action Plan (Meet with Employment Coordinator)		

Please return this checklist with your completed package.