EMPLOYMENT NEEDS APPLICATION
FILE CHECK LIST

Client Name	File Number

Activity/Training

ASSESSMENT	Yes	No	N/A
Complete Participant Information Form is on file/date stamped?			
A signed Application for Funding Form is on File/date stamped?			
An Employment Action Plan Form is completed and on File?			
Letter from Employer confirming employment is on File?			
Letter from Employer identifying all employment needs?			
Copy of Resume' is on File?			
Letter of Denial or Partnership from First Nation is on File?			
Copy of Native Status Card is on File?			
Proof of Residency is on File?			
Two (2) completed Employer Research Forms are on File?			
Letter from client asking for funding and outlining their funding request is on file?			
APPROVAL			
Funding Application Signed and date stamped?			
Letter notifying Application Status (Approved) (Not Approved) is on file?			
Sponsor Agency approval for Fees Form copy is on file?			
CLIENT FOLLOW UP	Yes	No	N/A
Client signed Work Gear Funding Contract is on file?			
Copies of all Invoice(s) are on file			
Request for payment copy is on file			
Copies of all payments (cheques) are on file			
Work Gear Follow up Letter copy is on file			
CLOSE OUT			
Copies of Certificates, Transcripts, or Letter from Employer are on file?			
Copy of signed Education and Training Follow up Letter is on file?			
Inform ARMS Dept result of the participant			

o **File is complete and all requirements have been met.**

Employment Assistance Officer Signature:	Date: