



Employment Needs Checklist

Please provide the following documentation with this application when you meet with Employment Assistance Services Officer:

- Complete Participant Information Form
- Complete Application for Funding Form
- Letter from Employer confirming employment and specific list of items required for work
- Copy of Resume
- Letter of Denial or partnership from your band
- Copy of Native Status Card
- Employment Action Plan Form
- Letter from you to CSETS detailing your request; Identify the financial assistance you are requesting. Include any other funding partnerships, your contribution if any.
- Quote from A- One Safety, Mark's Work Wearhouse, Midland Tools or Adam's Tarp & Tools
- Proof of residency (driver's license, BCID, Hydro or phone bill etc)

Case Manager Notes:

(Date of First Contact, dropping off or sending any correspondence, anything that may pertain to application.)

Note: Remember to include in each client file all copies of all invoices, purchase orders, copies of payments for any and all work gear.