

YOUTH EMPLOYMENT AND SKILLS STRATEGY PARTICIPANT INFORMATION FORM

A - EMPLOYER DECLARATION (Please complete section A & B, then pass this form to the employee.)

1. FIELD/BUSINESS UNIT'S LEGAL NAME			
2. ADDRESS	3. POSTAL CODE	4. TELEPHONE NUMBER	

B - JOB INFORMATION

5. PROGRAM NAME			
<input type="checkbox"/> YOUTH IN OPERATIONS AND OUTREACH	<input type="checkbox"/> DIVERSITY YOUTH OUTREACH PROGRAM	<input type="checkbox"/> DIVERSITY & INCLUSION YOUTH	
<input type="checkbox"/> INDIGENOUS YOUTH GUARDIAN PROGRAM	<input type="checkbox"/> YOUTH IN CULTURAL HERITAGE	<input type="checkbox"/> YOUTH IN NATIONAL OFFICE	
6. EMPLOYMENT STATUS		7. JOB TITLE	
<input type="checkbox"/> STUDENT <input type="checkbox"/> YOUTH			
8. START DATE (yyyy-mm-dd)	9. END DATE (yyyy-mm-dd)	10. HOURS PER WEEK	11. HOURLY RATE OR GROUP & LEVEL

I hereby declare that no preference was given to the selection of an employee who is a member of the immediate family of the recipient, an officer, or director of the recipient. (Employee means the individual or organization receiving funding from Employment and Social Development Canada (ESDC) through Service Canada to employ the person described as "employee below". The immediate family means father, mother, step-father, step-mother, foster parent, brother, sister, spouse or common-law partner, child (including child of common-law partner), step-child, ward, father-in-law, mother-in-law, or any relative permanently residing with the recipient, an officer, or director of the recipient.)

I certify that I am authorized to sign on behalf of the employer.

SIGNATURE	NAME AND TITLE (PRINT)	DATE (yyyy-mm-dd)
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C - PARTICIPANT INFORMATION

12. FULL NAME		13. SOCIAL INSURANCE NUMBER (SIN)	14. BIRTH DATE (yyyy-mm-dd)
15. ADDRESS		16. CITY & PROVINCE	17. POSTAL CODE
18. EMAIL ADDRESS			19. TELEPHONE NUMBER
20. RESIDENCY STATUS			
<input type="checkbox"/> CANADIAN CITIZEN <input type="checkbox"/> PERMANENT RESIDENT <input type="checkbox"/> PERSON TO WHOM REFUGEE PROTECTION HAS BEEN CONFERRED UNDER THE IRP ACT			
21. HIGHEST LEVEL OF EDUCATION			
<input type="checkbox"/> GRADE 8 OR LESS	<input type="checkbox"/> BETWEEN GRADES 9 AND 12	<input type="checkbox"/> GRADE 12 (SECONDARY SCHOOL)	<input type="checkbox"/> SOME NON-UNIVERSITY POST-SECONDARY EDUCATION
<input type="checkbox"/> UNIVERSITY INCOMPLETE (1 OR MORE YEARS)	<input type="checkbox"/> BACHELOR DEGREE	<input type="checkbox"/> MASTER OR PHD	
22. NAME OF EDUCATIONAL INSTITUTION LAST ATTENDED			

The information you provide on this form is collected under the authority of section 7 of the *Department of Employment and Social Development Act* for the purposes of determining your eligibility to participate in the Youth Employment and Skills Strategy (YESS) program. The Social Insurance Number (SIN) is collected in accordance with the Treasury Board Directive on Social Insurance Number which lists the Youth Employment and Skills Strategy as an authorized user of the SIN. The SIN will be used for determining your eligibility to participate.

Your personal information is administered in accordance with the *Department of Employment and Social Development Act*, the *Privacy Act* and other applicable laws. You have the right to the protection of, and access to, your personal information, which is described in the Personal Information Banks ESDC PPU 706. Instructions for obtaining your information are available at the following website address : <https://www.tbs-sct.gc.ca/hqw-cgf/oversight-surveillance/atip-aijpr/ai/atipir-dairp-eng.asp>.

EMPLOYEE CONSENT TO RELEASE INFORMATION

I, _____ (name of participant), the undersigned, give my consent to release the information contained in this form regarding my participation in the YESS to ESDC. I acknowledge that the information is collected and administered in accordance with the *Privacy Act* and applicable privacy laws, and that it may be used to determine my eligibility for the YESS program and provided to ESDC for the evaluation and accountability of the YESS program.

SIGNATURE	DATE (yyyy-mm-dd)
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D - EMPLOYMENT EQUITY AND OTHER IMPORTANT INFORMATION (Mandatory) . *SEE DEFINITIONS ON PAGE 2

23. GENDER		24. PERSON WITH DISABILITY	
<input type="checkbox"/> MALE	<input type="checkbox"/> FEMALE	<input type="checkbox"/> OTHER: _____	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> DECLINE TO ANSWER
25. INDIGENOUS GROUP			
<input type="checkbox"/> REGISTERED ON-RESERVE <input type="checkbox"/> REGISTERED OFF-RESERVE <input type="checkbox"/> NON STATUS <input type="checkbox"/> METIS <input type="checkbox"/> INUIT <input type="checkbox"/> N/A <input type="checkbox"/> DECLINE TO ANSWER			
26. MEMBER OF A VISIBLE MINORITY		27. RECENT IMMIGRANT AND/OR REFUGEE	
<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> DECLINE TO ANSWER		<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> DECLINE TO ANSWER	
28. MEMBER OF AN OFFICIAL LANGUAGE MINORITY COMMUNITY		29. LIVING IN A RURAL OR REMOTE LOCATION	
<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> DECLINE TO ANSWER		<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> DECLINE TO ANSWER	
30. YOUTH FACING BARRIERS TO EMPLOYMENT (See examples and definitions on page 2)			
<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> DECLINE TO ANSWER			
31. WHAT IS THE LANGUAGE THAT YOU FIRST LEARNED AND STILL SPEAK?			
<input type="checkbox"/> ENGLISH <input type="checkbox"/> FRENCH <input type="checkbox"/> OTHER: _____			

Please send completed form to pc.jeunesse-youth.pc@canada.ca

DEFINITIONS (as per ESDC requirements)

- Person with a disability: self-identifies as having a disability which includes: agility, hearing, mental health, developmental, intellectual, visual, motor skills, speaking, learning.
- Indigenous youth: youth who self-identify as First Nations, Métis, Inuit and/or urban or non-affiliated Indigenous youth.
- Visible Minority youth: persons, other than Aboriginal peoples, who are non-Caucasian in race or non-white in color.
- Recent Immigrant and/or refugee: a recent immigrant has lived in Canada less than 60 months (5 years). A refugee is person on whom refugee status has been conferred under the Immigration and Refugee Protection Act).
- Member of an official language minority community: people whose maternal or chosen official language is not the majority language in their province or territory – in other words, Francophone residing outside of Quebec or Anglophone residing in Quebec.
- Rural or remote location: Rural areas are defined as geographic areas that are located outside towns and cities, sometimes classified as the countryside. Remote areas are defined as places that are out of the way or considerably secluded from civilization. Also defined as a population of less than 1000 {main population} and where there is little or no access to the services of the nearest municipality with 1000 or more inhabitants.
- Youth facing barriers to employment: Youth who experience employment barriers include but are not limited to those who self-identify as:
 - Affected by substance use: refers to the use of drugs or alcohol. A substance use problem occurs when using alcohol or other drugs causes harm to you or to others. (includes substances such as cigarettes, illegal drugs, prescription drugs, inhalants and solvents).
 - Involved in the justice system: Currently in, coming out of, or who have had involvement in the justice system.
 - Early leavers from High School: an early school leaver is a person who is less than 22 years old, and has not completed the final year of secondary school, or an equivalent level of education (Certificate Level III and above), and is not undertaking full-time study.
 - Homeless or at risk of being homeless: the individual lacks stable, permanent, appropriate housing or the immediate prospect of acquiring it; lives on the streets, in emergency or overnight shelters or in provisional temporary accommodations; is at risk of homelessness due to a precarious economic or housing situation.
 - Indigenous Youth who recently moved off reserve: First Nations youth who moved off reserve into an urban environment.
 - In or aging out of care: either in or leaving care of the child welfare system.
 - Involuntary NEET: has not been in Education, Employment, nor Training for at least 6 months.
 - LGBTQ2+: Self identifies as lesbian, gay, bisexual, transgender, gender non-conforming, queer, two-spirit and others.
 - Living in a low-income household: residing in a household with a low-income, or identifies their source of income as one of the following: Crown Ward extended care and maintenance or Dependent of Employment Insurance or welfare assistance (i.e. Social Assistance, Income Supports, Income Assistance).
 - Living with family care responsibilities: acting as primary caregiver or lone head of household (e.g., lone parent, caregiver of dependents).
 - Living with low levels of literacy and numeracy: it denotes a weak level of skills, this low level of proficiency makes it difficult for them to face novel demands, such as learning new job skills.