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GET-WORK PROGRAM APPLICATION

Please complete this form to the best of your ability.

Applicant Information

Name:	Date of Birth:
Address: (including city and postal code)	
Phone:	Email:
What is the best way to contact you?	

What is your current source of income? (AISH, AB Income Support/CERB, EI, etc)
Do you receive support from another organization/program? (AB Works, PDD, FSCD, Vocational Program, etc)
Is there a guardianship order in place?
Disability/barrier to employment:

How did you hear about Gateway Association's GET-Work Program?	
Have you received employment support from an agency/organization/school, before? If yes, please share which programs:	
Are you currently employed? If yes, what is your job?	Do you have a resume? If you do, please attach it with this application.

Are you currently looking for work? What are some of the jobs you have recently applied to if you are already looking?

Please share why you are seeking employment support at this time:

Tell us a little bit more about yourself

Describe your previous work or volunteer experience:

Please list some of your interests and/or hobbies. Is there a specific field of work you would like to pursue?

Please list some skills you can offer an employer:

What is your dream job?

Additional Comments

Is there anything else you would like to share with us or think we should know about your employment experience and/or goals?

Disclaimer and Signature

I understand that by completing this form, my application will be reviewed, and I may be placed on a waitlist for Gateway Association – Calgary’s GET-Work employment support program; however, this does not guarantee a spot in the program.

I certify that my answers are true and complete to the best of my knowledge.

I understand that the content of this form is for background purposes only and will not be used to determine my eligibility into the program.

Application completed by: _____
Please describe the relationship to the applicant, if applicable.

Applicant’s Name (Printed)

Applicant’s Signature

Date (MM-DD-YYYY)

Guardian Name (Printed)

Guardian Signature

Date (MM-DD-YYYY)

Do Not Complete - for Gateway use during information session

Any questions/concerns re: eligibility criteria? Rationale for support.

Residential:

Transportation:

Communication:

Medical:

Medications:

Assistive Technology and/or Environmental Interventions utilized?

Accommodations:

Education & Training:

Work Experience:

Volunteering:

Likes/dislikes:

Working relationships:

Gateway Association – Calgary, requires some information about your history to comply with the information and eligibility requirements for certain jobs and employment settings. Please note, service will NOT be declined based on replies to the following; however, honest answers are required and necessary for effective employment support:

Police involvement/Criminal Record:

Probation/Restrictions/Conditions:

Drug/Alcohol use:

Interest and Hobbies:

Typical day:

Ready to commit to weekly meetings, job search, interviews, and workshops as available?

If applicable, is there reliable childcare? A back-up plan should regular childcare fall through?

Ready to show up for work, on time and stay until the work shift is complete?

Willing to follow company rules/policies, and take direction?

Ready to work as part of a team?

Program Engagement & Information Requirements

The ability of this employment program to effectively serve you and find employment for you is extremely dependant on the participants contact, communication and engagement with Gateway staff.

The following engagement and information provisions are considered mandatory for ongoing service. Service may be reviewed and terminated if these conditions are not met.

1. Able and available to meet with Gateway staff at least once per week; either virtually or in-person
2. If unable to attend a meeting, contact Gateway staff to advise of this prior to the meeting time.
3. Failure to show for 3-scheduled meetings will result in a service review and possible service termination.
4. Participants are responsible for updating Gateway staff with any contact information changes. A jobseeker will not be marketed for employment if Gateway does not have a current active telephone number where the individual may be directly reached.
5. Participants must provide honest and accurate information to Gateway staff regarding abilities and limitations surrounding employment.

Reviewed: