

The information that you provide will enable the personnel of the Ministère du Travail, de l'Emploi et de la Solidarité sociale to help you choose the most effective ways to enter and remain in the labour market.

**Reason you are applying for services:**

- Employment assistance    Referred by an employer or organization  
 Return to school    Other (specify) \_\_\_\_\_

Complete the white spaces. Please print, using a pen.

Réservé au Ministère – Numéro de dossier (CP-12)

**Section 1 – Identification**

Last and first names <i>according to birth certificate or immigration document</i>	Last name									
	First name					Date of birth		Year	Month	Day

**Section 2 – Current situation**

Do you receive benefits?  Yes  No    Employment insurance    Québec Parental Insurance Plan  
*If Yes, specify which benefits.*    Other (CNESST, SAAQ, Retraite Québec, loans and bursaries, etc.) (specify) \_\_\_\_\_

**Section 3 – Education** Choose the last year of studies successfully completed for each education level and enter the necessary information

Education level	Number of years completed	Specialization	Diploma obtained	End of studies
<b>Elementary</b>				Y Y Y Y M M
<b>Secondary</b> General			DES AEP DEP ASP <input type="checkbox"/>	Y Y Y Y M M
			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Y Y Y Y M M
				Y Y Y Y M M
<b>College</b> General or technical			DEC AEC CEC <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Y Y Y Y M M
			CERT BAC MA DOC <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Y Y Y Y M M
<b>University</b>				Y Y Y Y M M

Indicate any other employment-related training (computer course, language course, etc.). **Course ended**  
Course name(s) \_\_\_\_\_ Y Y Y Y Y  
\_\_\_\_\_ Y Y Y Y Y

If you studied abroad, indicate your specialization and the number of years successfully completed. *Number of years completed*  
Specialization (if applicable) \_\_\_\_\_

**Section 4 – Work experience**

Have you worked in the past?  Yes  No *If Yes, enter your work experience, starting with the most recent.*

<b>Job 1</b>	Employer							<b>Reason for end of employment</b> <input type="checkbox"/> Lack of work <input type="checkbox"/> Dismissed <input type="checkbox"/> Health problem <input type="checkbox"/> Quit <input type="checkbox"/> Changed jobs <input type="checkbox"/> Company shut down <input type="checkbox"/> Birth of or responsibility for a child <input type="checkbox"/> Other (specify)			
	From	Year	Month	Day	to	Year	Month		Day	Earnings per week	Hours per week
	Position										
	Main duties										
<b>Job 2</b>	Employer							<b>Reason for end of employment</b> <input type="checkbox"/> Lack of work <input type="checkbox"/> Dismissed <input type="checkbox"/> Health problem <input type="checkbox"/> Quit <input type="checkbox"/> Changed jobs <input type="checkbox"/> Company shut down <input type="checkbox"/> Birth of or responsibility for a child <input type="checkbox"/> Other (specify)			
	From	Year	Month	Day	to	Year	Month		Day	Earnings per week	Hours per week
	Position										
	Main duties										

**Section 5 – Qualifications**

Do you have a driver's licence?  Yes  No *If Yes, give the class.* \_\_\_\_\_

Do you hold one or more competency cards?  Yes  No *If Yes, specify* \_\_\_\_\_

Are you a member of a professional order?  Yes  No *If Yes, specify* \_\_\_\_\_

If you studied abroad, have you obtained an Évaluation comparative des études faites hors Québec (comparative assessment), issued by the Ministère de l'Immigration, de la Diversité et de l'Inclusion?  Yes  No *If Yes, specify*  
• the field \_\_\_\_\_  
• the level of studies completed \_\_\_\_\_

**Section 6 – Target employment**

Are you available for work?  Yes  No *If Yes, specify*  full-time    part-time    days    evenings    nights  
*If No, explain why not* \_\_\_\_\_

Do you have any functional limitations due to employment injuries (e.g., a work accident)?  Yes  No  
*If Yes, specify* \_\_\_\_\_

You can help us meet employment needs by answering the following question. Do you have a criminal record?  Yes  No

**Target jobs** **For this job, I have**  
1. \_\_\_\_\_  experience.  
2. \_\_\_\_\_  experience.

Where would you be prepared to work?  your local area    your region    other (specify) \_\_\_\_\_

*Under the Act respecting Access to documents held by public bodies and the Protection of personal information, all of the personal information provided on this form is confidential.*

*By virtue of the Canada-Québec Labour Market Agreement (Implementation), certain information contained in your file may be provided to Service Canada or Employment and Social Development Canada.*

*You are entitled to be informed about the information concerning you held by the Ministère du Travail, de l'Emploi et de la Solidarité sociale, to receive such information and to request corrections by contacting the person in charge of access to documents and the protection of personal information.*

**Section 7 – Solemn affirmation**

I solemnly affirm that the information provided on this application form is accurate and complete.  
I agree to inform the Ministère immediately of any change in this information, including information about the date of my return to work.

Date \_\_\_\_\_ Signature \_\_\_\_\_

The information that you provide will enable the personnel of the Ministère du Travail, de l'Emploi et de la Solidarité sociale to help you choose the most effective ways to enter and remain in the labour market.

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