



Better Jobs Ontario Portfolio Checklist

- ☐ **A. Employment Service Plan Form (ESP)** – Completed with accurate information with your Employment Counsellor
- ☐ **B. Supporting Documents** (ONLY if applicable)
 - medical letter
 - childcare declaration
 - “Employment confirmation” letter
 - career assessments
 - academic credential assessment (transcript or foreign credential assessment)
 - fee payer acknowledgement form
 - authorization to quit form
 - bankruptcy/trustee letter
 - refugee letter
- ☐ **C. Job Search Record Form** – applying to positions with your present skills
 - Provide a reasonable amount of job search (dating back to the beginning of your EI Claim)
 - Include job search activity (applying to jobs, reviewing job sites, creation of a resume and cover letters, mock interview practice, attendance at job fairs, utilization of job-finding clubs, etc.)
- ☐ **D. Labour Market Research** – See “Labour Market Indicators for Second Career”
 - If your chosen occupation is not on this list please provide Labour Market Report proving future prospects
<https://www.jobbank.gc.ca/explorecareers.do?selectExploreCareerBy=ec-occupation>
 1. **Future Profile** – future training goal
 2. **Current Profile** – existing skill set
- ☐ **E. Sample Job Postings**
 - Print 2 job postings to show the types of positions you would qualify for after training is completed
 - **Highlight** the educational requirements/skills you will obtain through training to qualify for the position
 - **Employer Attestation** If you are unable to find 2 positions you can use a letter from an Employer that states they are currently hiring for the occupation
- ☐ **G. School Research Form**
 - 1 public college + 1 private college + 1 additional training options (public or private)
 - [Programs | ontariocolleges.ca](https://www.ontariocolleges.ca) (search for public colleges)
 - <https://www.pcc.tcu.gov.on.ca/PARISearchWeb/search.xhtml> (search for private career colleges) **PRINT**

- ☐ H. Acceptance letter & documentation *from the school of your choice only*
- ☐ I. Budget Worksheet Form
- ☐ J. Transportation: (Choose one)
 - **Kilometers** from your home to the school of your choice using Google Map
 - **Public Transit Rates** (depending on which mode of transportation you would use while in training)
- ☐ K. EI Status Verification Print Out
 - benefit rate
 - start & end date of claim
 - total wks of regular entitlement and # of wks. received – obtain from your local Service Canada office or a **PRINTOUT** from your online account
<https://www.canada.ca/en/employment-social-development/services/my-account.html>
- ☐ L. Second Career Application Form
 - will be given to you by your Employment Advisor during a review appointment
- ☐ M. Contingency Plan
 - What other option, if any, do you have in order to research your training/career goal?
 - Other funding sources?
 - What will you do if your application is not approved?

Book a review appointment with your Employment Counsellor.