



Employment Service Plan (ESP)

Name: _____

Address: _____

Phone: _____

City: _____

Email: _____

Postal Code: _____

Education

Highest level of education attained: _____ . When: _____ . Where: _____ .

Additional Education not noted on other documents: _____ .

Level of education	Completed? (yes or no)	Year ended	School	Province/Country
Secondary				
College				
University				
Other				

Previous Programs

Have you participated in any previous employment programs or services?
If yes, what program and what year?

Work History

Job Title	Company Names	First Day Of Work	Last Day Of Work	Reason for Leaving (RoE)
Inside Sales Rep				
HR Coordinator/Payroll				
Payroll/Benefits				
Payroll/Benefits Admin				

Employment Barriers and Needs

I am unable to get a job because:

To get a job, I need:

Job Search Efforts

Please identify the type of job(s) you have been seeking:

How have you looked for a job so far?

In person _____ Newspaper _____ Phone _____ Internet _____

I have had _____ interviews

Occupational Goal & Research

Is this a career change? Yes ____ No ____

If the answer is yes, is the change necessary for a:

- a) Medical reason (explain) _____
- b) Other (explain) _____

After this training I will be able to work as a _____. Some of the duties I would do as part of that kind of job would be:

-
-
-

The wage rate I would earn after the training would be \$ _____ per hour

The hours of work would be:

Full time____ Part time ____

I would be required to work:

Days ____ Evenings ____ Nights ____

Work locations would be:

Local ____ Within commuting ____ I would need to move__ I could relocate but not necessary. __

I chose this type of work because:

I have work experience in this field and want to continue working in Human Resources Office.

Financial Feasibility

If I receive the funding requested for the Skills Training, I believe I will have the money to sustain myself (and dependents) because:

I plan to get a part time survival job if needed during my training.

Summary of Training Research

I researched _____
(Community College)

I researched _____
(Private Career College)

I researched _____
(Community or Private Career College)

I choose to attend. _____ to take _____
(Course Name) (College name)

because:

I _____ ☐ agrees or ☐ disagrees with this Employment Services plan because:
(Counsellor Name)

-
-
-

YMCA Counsellor Signature: _____

Date: _____