

Technology@Work

Supporting employment for people with disabilities

CLIENT INTAKE APPLICATION FORM

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The Technology@Work Program is designed to support employment for people with functional limitations or disabilities in British Columbia who require Assistive Technology to overcome related barriers in the workplace.

APPLICANTS MUST READ THROUGH ALL INFORMATION PRIOR TO SUBMITTING THE CLIENT INTAKE APPLICATION FORM. FAILURE TO DO SO MAY RESULT IN DELAYS WITH PROCESSING THE APPLICATION OR DENIAL INTO THE TECHNOLOGY@WORK PROGRAM. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

To start the intake process, please fill out the Client Intake Application Form to the best of your ability. All applicants must ensure that they understand the purpose and scope of the Technology@Work program. Once you have filled out the application, please sign the acknowledgement section on Page 6 which confirms that you have a full understanding of all information that has been provided. You will then be contacted by a member of the Technology@Work program to confirm your eligibility for this program.

Please note, if you are filling out the Client Intake Application Form on behalf of an applicant, it is required that the applicant understand all information before submitting the Client Intake Application Form to the Technology@Work program.

If you are a screen reader user, we suggest using your cursor arrows to navigate the remainder of the document, tab key to fill out the form, and also to use your space bar to check appropriate check boxes.

Privacy and Access to Information

The Technology@Work Program is provided by the Ministry of Social Development and Social Innovation (SDSI) in collaboration with the Ministry of Jobs, Tourism and Skills Training (JTST). Neil Squire Society is contracted by SDSI to provide Technology@Work services. Your personal information is collected on this form under the authority of Section 26(c) of the Freedom of Information and Protection of Privacy Act (FOIPPA) and will be used to administer the Technology@Work program. Under the authority of Section 33.1(d) of FOIPPA, the personal information collected may also be disclosed to JTST. If you have any specific questions concerning the collection, use or disclosure of personal information, please contact:

Technology@Work
400 - 3999 Henning Drive
Burnaby, BC, V5C 6P9
Telephone 778.945.1211
Toll Free phone number 1.844.453.5506
Email: technologyatwork@neilsquire.ca

If you have difficulties filling out this form, please contact Technology@Work.



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Please mark the box beside the statements that apply to you. Please refer to the definitions at the end of the application for examples. To be eligible, you need to meet **all** of these criteria:

- ☐ I am employed, am volunteering, am self-employed or have Imminent Work
- ☐ I have a functional limitation or disability related barrier in my workplace, volunteer setting or in travelling to and from the workplace and Assistive Technology is needed to address these barriers
- ☐ I live in British Columbia
- ☐ I am 16 years of age or older
- ☐ I am permitted to work in Canada
- ☐ I am not actively case managed by a WorkBC Employment Services Centre or a WorkBC Employment Services Centre service provider
- ☐ I do not work for a Public Sector Organization (see definition at end of application for examples)

If you meet **all** of these criteria, please continue to the next section. If not, please contact Technology@Work and we can help to direct you to another community organization:

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Burnaby, BC, V5C 6P9
Telephone 778.945.1211
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INTERNAL USE ONLY

| | |
|----------------------|-----------------------|
| Date Received: _____ | Staff Initials: _____ |
| Accept: _____ | Deny: _____ |



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****Please see the definitions at the end of this application for explanation of key terms**

CLIENT INFORMATION

☐ Male ☐ Female ☐ Other

Date Form Completed (DD/MM/YYYY):

Legal First Name: Legal Last Name:

Preferred First Name: Preferred Last name:

Address: City: Province: Postal Code:

Phone: Cell: Email:

Date of Birth (DD/MM/YYYY):

Region ☐ Vancouver Island/Coast ☐ Mainland/Southwest ☐ Thompson/Okanagan ☐ Kootenay ☐ Cariboo
☐ North Coast ☐ Nechako/North East

Language Spoken: ☐ English ☐ French ☐ Other, please specify:

Language Written: ☐ English ☐ French ☐ Other, please specify:

Do you require interpreting/captioning/alternative text services? ☐ Yes ☐ No

Do any of the following apply to you (please select Yes or No for all categories):

Person with functional limitation or disability ☐ Yes ☐ No

Aboriginal ☐ Yes ☐ No

Immigrant ☐ Yes ☐ No

If yes, do you have Persons with Disabilities (PWD) designation ☐ Yes ☐ No

If yes, ☐ First Nations

If yes, ☐ Canadian Citizen

☐ Metis

☐ Permanent Resident

☐ Inuit

☐ Protected Person

☐ On-reserve

☐ Off-reserve

of years in Canada:

Employment Insurance Status

Current EI Claimant ☐ Yes ☐ No

Former EI Claimant ☐ Yes ☐ No

EI Maternity/Paternity Claimant ☐ Yes ☐ No

Non EI Claimant ☐ Yes ☐ No

Other Insurance Benefits

ICBC or WorkSafeBC ☐ Yes ☐ No

Income assistance ☐ Yes ☐ No

Extended health benefits ☐ Yes ☐ No

Veterans Affairs ☐ Yes ☐ No

Canada Pension Plan Disability Benefits ☐ Yes ☐ No

Long or short term disability benefits ☐ Yes ☐ No



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How did you hear about us :

- ☐ Advertisement ☐ Government Agency ☐ Walk-In ☐ Brochures & Posters
☐ Work BC ☐ Word of Mouth ☐ Community Agency ☐ Other

If Other, please provide details: _____

If you were referred, please provide us with the individual/organization's contact information:

Referral Agency: _____

Contact Person: _____

Phone: _____ Email: _____

Are you currently registered or receiving services from another service provider/agency?

☐ Yes ☐ No If yes, provide details: _____

Highest Level of Education Completed:

Year Highest Level Completed : _____

- ☐ Less than high school ☐ High School
☐ Trades certificate or diploma ☐ Some post secondary
☐ University degree complete ☐ Diploma/Certificate

Current employment status:

- ☐ Employed ☐ Unemployed ☐ Self Employed
☐ Imminent Work ☐ In education/training ☐ Volunteer

Please fill out the applicable sections:

Employment Information :

Name of your job position(s) : _____

Name(s) of employment organization(s): _____

Length of time in current position(s): _____

Average number of hours worked per week: ☐ Full-time (30 hrs+) ☐ Part-time (less than 30 hrs)

Employment Type: ☐ Permanent ☐ Seasonal ☐ Temporary ☐ Casual

Hourly income/expected hourly income (Gross wage/salary, before taxes and deductions, including tips and commission): _____

Manager (if applicable): _____

Address: _____ City: _____ Province: _____ Postal Code: _____

Phone: _____ Cell: _____ Email: _____



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Volunteer Information :

Name of your volunteer position(s) : _____

Name(s) of volunteer organization(s): _____

Length of time in current position(s): _____

Average number of hours worked per week: ☐ Full-time (30 hrs+) ☐ Part-time (less than 30 hrs)

Volunteer Type: ☐ Permanent ☐ Seasonal ☐ Temporary ☐ Casual

Do you receive any honorariums ? If so, how much ? _____

Manager (if applicable): _____

Address: _____ City: _____ Province: _____ Postal Code: _____

Phone: _____ Cell: _____ Email: _____

Is your application related to a functional limitation or disability related barrier in your:

☐ Work Position ☐ Volunteer Position ☐ Neither Position

1. Please describe your functional limitation or disability (500 Characters Maximum):

2. Please tell us more about your current job / volunteer position and what daily tasks you are having difficulty completing as a result of your functional limitation or disability related barrier (500 Characters Maximum):

3. Please describe the Assistive Technology equipment and supports that you think will improve your ability to carry out these tasks (500 Characters Maximum):



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Definitions:

Casual: if the employee's work hours vary substantially from one week to the next, if the employee is called to work by the employer when the need arises and not on a pre-arranged schedule, or if the employee does not usually get paid for time not worked and there is no indication from the employer about work on a regular basis for a long duration.

Current EI Claimant: person who is an active Employment Insurance (EI) claimant (i.e. receives employment insurance benefits)

EI Maternity/Paternity or Medical Claimant: person who maternity or parental benefits or medical benefits has been established within 60 preceding months (5 years)

Employed: Employed persons are those who work at a job or business, that is, who have paid work in the context of an employer-employee relationship (not including self-employment). This includes those who have a job, but are not at work due to factors such as own illness or disability, personal or family responsibilities, vacation, labour dispute or other reasons (excluding persons on layoff, between casual jobs, and those with a job to start at a future date).

First Nations: Officially called Indians in the Indian Act, this term refers to the indigenous peoples of North America located in what is now Canada, and their descendants, who are not Inuit or Métis.

Former EI Claimant: person who has had an EI claim in the last 36 months (3 years)

Functional limitation or disability: "Functional limitations are restrictions in performing fundamental physical and mental actions used in daily life such as mobility (physical) or memory (mental). Disability is difficulty experienced doing activities of daily living in any domain of life due to a health or physical problem". In the Technology@Work program, functional limitation or disability refers to any mild to severe condition that is temporary, permanent or episodic that results in difficulty completing a task at work or getting to/from work.

High School: Persons who have completed a high school diploma or equivalent (e.g. General Equivalency Diploma).

Immigrants: Persons who were foreign born and have been permitted by immigration authorities to live in Canada permanently.

Imminent Work: I am starting work in the next 3 months with a pre-determined employer and work site.

In education/training: If a person was not in the labour force but was in education/training this group would not be captured in not in the labour force. This category is used to capture those who went from another education or training program and into a program under the CEGEP. This would also be used for those who complete a CEGEP program and move on to further education and training.

Inuit: The Inuit are the Aboriginal inhabitants of the North American Arctic.

Less than High School: Persons not recognized as having completed a high school diploma or recognized equivalent and who do not have diplomas or certificates recognized in the BC labour market.

Métis: Métis means a person who self-identifies as Métis, is of historic Métis Nation Ancestry and is accepted by the Métis Nation. Métis people identify themselves, and are recognized, as distinct from First Nations (Indian), Inuit or European descendants.

Non EI Claimant: person who is not eligible currently for EI Benefits and who is not a former claimant.



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Non university certificate or diploma such as a trades certificate: Persons who have a non university certificate or diploma from a community college, school of nursing, etc. or a trades certificate or diploma from a vocational or apprenticeship training.

Not in the labour force: Persons not in the labour force are those who, prior to the intervention, were unwilling or unable, that is, they were neither employed nor unemployed. This category also includes discouraged workers, who want to work but are not currently looking for work because they believe no suitable work is available.

Permanent: is employment that is expected to last as long as the employee wants the job and as long as business conditions permit.

Persons with Disabilities (PWD) designation: The BC Employment and Assistance Program for Persons with Disabilities provides disability assistance and supplements to provide greater independence for people with disabilities, including security of income, enhanced well-being, and participation in the community. To be eligible for disability assistance, a person must meet the criteria for the Persons with Disabilities (PWD) designation and be designated as such by the ministry. PWD is not a permanent designation and the ministry has the authority to rescind an individual's designation in exceptional circumstances.

Public Sector Organization: any British Columbia Government Entity or any ministry, department, corporation, organization or agency, operated or controlled by the government of Canada or by any local government as that term is defined in the Local Government Act (BC).

Seasonal: is if the employee is working in an industry where employment levels rise or fall with the seasons (e.g., agriculture, fishing, logging and tourism).

Self-employed: Self-employed persons are working owners of an incorporated or unincorporated business, farm or professional practice, with or without paid help. The "unincorporated" group includes self-employed workers who do not own a business (such as babysitters and newspaper carriers).

Some Post Secondary Education: Persons who have some post secondary (i.e. post secondary program incomplete).

Temporary: employment has a predetermined end date or will end as soon as a specific project is completed.

Unemployed: This category includes those who (a) are on temporary layoff with an expectation of recall and are available for work, or (b) are without work, have actively looked for work in the past four weeks, and are available for work, or (c) have a new job to start within four weeks from reference week, and are available for work.

University degree : Bachelor's Degree: Persons who have completed university and hold a bachelor's degree.

Volunteer: If a person was not in the labour force, but was working with (or will be imminently working with) a volunteer organization.

