**Template: Employment Supports**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- |
| *What do you need? Check what applies to you.* | *Date Completed:* |
| **Career Planning***Interested in:** Learning about my interests, skills and values
* Finding information about careers that match my interests, skills and values
* Creating a plan to get me closer to my long-term goals
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| **Job Search***Not sure how to:** Find jobs that match my skills and interests
* Write a resume to market my skills
* Write a cover letter
* Interview for a job
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| **Resources***Things I need to support my employment goals:** Housing
* Bus pass to get to/from work
* Bank account
* Money to meet my basic needs
* Money skills — understanding my paycheque
* Money skills — budgeting
* Work clothes (please describe):
* Work gear/supplies (please describe):
* Personal care/hygiene supplies (please describe):
* Social Insurance Number (SIN)
* ID
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| **Personal Needs***I’m concerned about:** Feeling stressed, depressed, anxious, angry
* Communicating with other people
* Lack of energy or motivation
* Difficulty with sleep (too much/too little)
* My substance use
* Other (please describe):
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| **Mental Health in the Workplace***I would like support:** Talking to my employer about my mental health
* Asking my employer for supports in the workplace
* Talking to someone about a problem I’m having at work
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| **Personal Preferences***I prefer to work with someone:** 1:1
* In a group setting

*Please tell me what’s important to know about you as we start working together:* |  |