

Authorization and Agreement

I authorize YEAH Inc., operating as The Employment and Education Centre (hereafter referred to as the Agency), its employees and agents as follows:

1. To obtain information from and to disclose information to the following organizations; Ministry of Training, Colleges and Universities), Service Canada, Ontario Works, Career Services, Ontario Disability Support Program, other Employment Ontario Service Providers, employers, educational institutions and training providers, and other relevant programs and organizations as applicable.

I understand that this information will be used to assist in my employment exploration, career clarification, personal development, and job search. This information may be shared with professionals and specialists in their organizations and will be treated as confidential.

2. I release the Agency, its employees and Board of Directors from any liability resulting from any action taken on my behalf by the Agency, its employees and Board of Directors.
3. I understand that I will not be charged fees for the provision of this service.
4. I understand this agreement is voluntary and may be cancelled by the Agency or myself at any time in writing.
5. I consent to permit access to records by authorized representatives from Service Canada and the Ministry of Training, Colleges and Universities for the purpose of auditing and quality control.
6. I understand the file and information contained in it are the property of the Agency and that I have the right to review my file in the presence of my Employment Coach or the Executive Director and I can request correction of any inaccurate information.
7. I understand the Agency has a procedure by which I can make a complaint against the Agency or appeal a decision I consider unsatisfactory. Further information can be obtained from any staff member.
8. I acknowledge that the Service Provider has reviewed with me, the Employment Service Plan Summary items that we are both agreeing to complete in order to move me towards my goals.

_____ **Initial here**

9. EEC is using Connect as one of many resources to keep in contact with clients more easily. Connect is a computer to text message program that allows users to have a cell phone number through their computer (and internet). This means we can send a text message from and to any cell phone provider. It's free to both users. Please note that texting EEC staff is for professional purposes only and that the texts will be answered during our regular business hours.

If you would like to be contacted via text message for updates, job postings etc., we require your written permission. _____ **Initial here**. By initialling you agree to allow communication via text message.

10. I give the EEC permission to submit my cover letter and/or resume directly to employers and positions that meet my agreed upon employment goals, skills, experience and needs.

_____ **Initial here**. By initialling you authorize the EEC to submit your application directly to employers on your behalf.

I request the Agency provide me with service. I understand the above statements and agree with all the terms and conditions. I understand that I can request a copy of this agreement.

Date: _____ / _____ / _____
 Day Month Year

_____ **Witness**