

RNC



RNCemploymentservices.ca

Employment Services

EMPLOYMENT  
ONTARIO

This Employment Ontario service is funded in part by the Government of Canada and the Government of Ontario

905-727-3777 *Aurora* 222 Wellington Street East

## Second Career Eligibility Check List

Name \_\_\_\_\_ Registration Date \_\_\_\_\_

**To apply for Second Career you must meet ELIGIBILITY and SUITABILITY requirements as set out by the Ministry of Labour, Training and Skills Development. To meet the Eligibility requirements you must answer YES to the following questions:**

Yes  No  Have you been laid off on or after January 1, 2005 and your Record of Employment documenting the Reason for Issuing as "A-shortage of work or end of contract"?

**OR**

Yes  No  Did you leave work due to a medical reason and do you have a Dr.'s note supporting your need to change careers?  
(Please note, if you currently receive EI sick benefits, you are not eligible to apply)

Yes  No  Following your lay off, have you been unable to secure employment in the same type of work that you were laid off from?

Yes  No  Have you been actively job searching and have documented job search logs?

Yes  No  Are you currently unemployed? If you are working, is it a temporary job just to cover costs of living?

Yes  No  Are you a resident of Ontario?

Yes  No  Are you a Canadian Citizen or permanent resident legally authorized to work in Canada?

Yes  No  You have NOT completed any training/schooling in the last 2 years, regardless of funding source?

**If you have answered YES to ALL of the above, then you can be assessed for Suitability.**

In order to be assessed for suitability you must provide the following documentation:

- How long you have been unemployed, or working your temporary job, and looking for work.
- Documentation of your active job search i.e. places you have applied and positions you have applied for (e.g. cover letters, CVs, responses from employers.)
- What level of education you have reached. If you have been internationally trained, have you received equivalency for your education?
- Documentation is required to demonstrate if your international training is valid or not valid in Canada.
- Where you have worked before, for how long and what skills you needed for that work.
- What skills you want to get and where you can get trained in them.
- Information showing that the skills and job you want to train for are in demand (e.g. provide employment outlooks, job postings, informational interviews etc.)

The above factors will be assessed to determine your suitability for Second Career. Additional information on how the above is assessed will be provided at the monthly Second Career Information Session at RNC Employment Services. Following the information session, if it is determined that you may be eligible and suitable for Second Career then a meeting will be scheduled with an Employment Counsellor to assist you in completing your application to be submitted to the Minister of Labour, Training and Skills Development for their decision.

### WHAT YOU PAY INTO SECOND CAREER

**When you apply to Second Career, you have to show the costs to be covered during training. You may have to pay part of these costs yourself. The amount you'll have to pay is based on several factors, starting with your GROSS HOUSEHOLD INCOME.**

Be prepared to disclose this information when applying to Second Career.