

Applying for Employment Insurance - Summer 2007

The following information will assist individuals working in school related occupations who intend to apply for Employment Insurance while they are seeking alternate work during the summer months.

General Information regarding EI

- Employment Insurance Regular Benefits
<http://www.servicecanada.gc.ca/en/sc/ei/benefits/regular.shtml>.
- Additional resources http://www.hrsdc.gc.ca/en/ei/information/az_index.shtml
- Employment Insurance and teachers
<http://www.hrsdc.gc.ca/en/ei/information/teacher.shtml>

Applying for Benefits using the short form application

- On-line Employment Insurance Benefits application form available 24 hours/day 7 days/week wherever internet access is available.
 1. Go to [servicecanada.gc.ca](http://www.servicecanada.gc.ca)
 2. Select **English** or **French**
 3. Select **On-line Forms and Services** from the top menu bar
 4. Select Apply for: **Employment Insurance Benefits**(For questions or technical problems with on line application call 1-800-206-7218.)

TIPS:

- During the application process you will be asked
 - *Are you part of a group of employees under an Apprenticeship or Worksharing Program, or part of a group layoff situation AND were you given a reference code to submit this application?*Indicate yes due to group layoff situation and provide the following reference code **4753012007school**. This will bring you to the short form application.
- Return to work date is a mandatory field. If the employer has not provided a date, indicate 10/10/2010
- Be sure to keep the confirmation number at the end of the application process for your records.

When an individual applies for Employment Insurance they must

- Wait until they have completed working to apply for benefits.
- Submit all requested documents including records of employment (ROE) and/or copies of contracts from all employers in the previous 52 weeks.
- Complete all questionnaires deemed necessary depending on the type of benefits requested.
- Maintain a record of all efforts to find work and be prepared to supply this information as required.

Should you have any questions or concerns about Employment Insurance and school related occupations please contact the Call Centre at 1-800-206-7218.