

Do you intend to apply for Employment Insurance In the summer of 2006?

This is a general information notice for those individuals working in school related occupations who intend to apply for Employment Insurance during the non-teaching period (July and August) of 2006.

As of the last few years, Service Canada is advising these individuals to apply for benefits via our convenient internet services available at <http://www.gc.ca>. You may utilize this service 24 hours a day, 7 days a week wherever you access the internet. Simply wait until you have completed working (indeed, you may even apply on your last day of work), visit the site, click on services for Canadians and residents and follow the links to applying for Employment Insurance on-line. Here is the direct link to the Employment Insurance application.

<http://www100.hrdc-drhc.gc.ca/ae-ei/dem-app/english/home2.html>

While we expect that the vast majority of our clients will prefer to deal with us in this easy convenient manner we know that a few individuals may, for a variety of reasons, wish to apply for benefits at their local Service Canada office. If internet access is problematic for you please feel free to drop in to your nearest location and our staff will be glad to assist and advise you.

We are utilizing a special system which will allow you to access a short form of application this year but in order to access this system **you will be requested to input the following reference code (4753012006school)**. Please input this code when prompted to do so by the system and it will forward you to the short form of the application. Also, **the system will ask you to input a return to work date, if you don't have one you may enter the date as 10/10/2010** and the system will allow you to proceed.

As in past years, 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 (ROEs) and/or copies of contracts from all employers in the previous 52 weeks.
- **complete all questionnaires** deemed necessary depending on the type of benefits applied for.
- **Keep track of all efforts to find work and be prepared to supply this information as required.**

You will be given a complete list of your rights and responsibilities when you apply for benefits. This information is also available online at the link listed above.

Should you have any questions or concerns about Employment Insurance and school related occupations please feel free to call our Employment Insurance Tele-centre at 1-800-206-7218.