

Job Referral Service (JRS)

Instructions to Register

Instructions for Completing a Registration

If you want to be considered for employment by a project employer, you must indicate your interest and record your skills and employment history by registering with the Job Referral Service (JRS). JRS forwards the names and contact numbers of qualified candidates to the Employers according to the project's agreement.

Required Forms and Documents for Registration

If you are registering for the first time for a project, your completed registration MUST include:

1. completed **Registration for Work** form (indicate the project you are registering for)
2. completed **Employment History** form or a resume
3. completed **Education Information** form
4. completed **Registration Declaration** form (Manitoba Hydro projects only) and photocopies of evidence of information declared
5. one or more completed **Skills Profiles**
6. completed **Registration Documents for Verification** form and photocopies of applicable credentials indicating education, training or completion of trade courses.

PLUS

1. **Identification** – Identification that is issued by a government body, confirming name and current address, such as a Manitoba Health card or Driver's Licence.
2. **Social Insurance Number**

NOTE: if you are voluntarily providing a driver's licence for identification purposes JRS will only view the portions of the driver's license that state the name, class and expiry date for credential purposes (i.e. Part 2 of the license) – JRS will not view and record any other information contained in the driver's license. You are entitled to cover those portions of the document which may refer to birth date or gender.

OPTIONAL

1. A completed **References** form.
2. A **Voluntary Employment Equity Declaration** form (Red River Floodway Expansion project only)

Required Forms and Documents for Registration Renewal or New Project Registration

If you are already registered and would like to renew your registration or register for another project, your completed registration MUST include:

1. completed **Registration for Work** form (indicate the project you are registering for)
2. completed **Registration Declaration** form (Manitoba Hydro projects only) and photocopies of evidence of information declared

If applicable:

3. updated **Employment History** form or an updated résumé
4. updated **Education Information** form
5. updated and/or completed **Skills Profiles**
6. completed **Registration Documents for Verification** form and photocopies of applicable credentials indicating education, training or completion of trade courses.

Important Facts You Should Know

- You must review the project **Notice and Consent Form** which explains how the JRS will collect, use and disclose your personal information. It is the Job Seeker's obligation to review the content of the Notice and Consent form and to advise Employment Manitoba of any questions and/or concerns they may have. Once your registration has been approved, it is understood you have accepted the Terms and Conditions as outlined in this form.
- Qualified job seekers will be referred to Employers in accordance with each project agreement. In order to meet specific hiring considerations, Job seekers must indicate and provide proof for verification.
- Your registration or verification documents will not be shared with employers.
- A minimum age of 16 is required to work on most construction projects in accordance with various acts, including *The Employment Standards Code* of Manitoba.
- Incomplete registrations including missing personal information cannot be processed and will be returned to you.

- You will receive confirmation when your registration is processed.
- To keep your registration active and indicate your continued interest in being referred to project employers, you must **renew your registration every six months**. If you have acquired new skills, present documentation so JRS can update your Skills Profile. JRS will NOT remind you when your renewal date is due (exceptions may be made in certain circumstances as deemed by JRS).
- If your name, telephone, address or contact information changes, you can contact JRS and update your registration anytime. You do not have to wait until your registration renewal date comes due.

How to Register

- Job Seekers can register in-person at any Employment Manitoba Centre, by mail or fax. Please visit our website at <http://www.gov.mb.ca/jobreferral>. On-line self registration for job seekers will be available in the near future.

Questions?

- If you live in Winnipeg call 945-0575. For all other areas call toll-free at 1-866-332-5077

NOTE: *Employment Manitoba Centres are listed following this Instruction sheet.*

Employment Manitoba Centres

Winnipeg Region

Northeast Centre
1122 Henderson Highway
Fax: 204-948-2903

Southwest Centre
3338 Portage Avenue
Fax: 204-948-2953

South Centre*
1031 Autumnwood Drive
Fax: 204-948-2902

Downtown Centre
391 York Avenue
Fax: 204-948-2956

Interlake Region

Selkirk Centre
237 Manitoba Avenue
Fax: 204-785-5284

Gimli Centre
62 Second Avenue
Fax : 204-642-6024

Eastern Region

Steinbach Centre*
321 Main Street
Fax: 204-326-6172

Beausejour Centre
20 First Street South
Fax: 204-268-6086

Central Region

Portage la Prairie Centre
1016 Saskatchewan Avenue East
Fax: 204-239-3715

Morden Centre
158 Stephen Street
Fax: 204-239-3715

Western Region

Brandon Centre
127-340 Ninth Street
Fax : 204-726-6912

Parkland Region

Dauphin Centre
135A Second Avenue NE
Fax : 204-622-2308

Swan River Centre
201 Fourth Avenue
Fax : 204-734-5151

Northern Region

Thompson Centre
North Centre Mall, 118-3 Station Road
Fax: 204-677-6831

The Pas Centre
305 Fourth Street West
Fax: 204-627-8137

Flin Flon Centre
111 Main Street
Fax : 204-687-1688

NOTE : *indicates Employment Manitoba Centres offering bilingual services.