

Job Referral Service (JRS) Instructions to Register

Instructions for Completing a Registration

If you want to be considered for employment by an 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

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 and/or a resume
3. completed **Education Information** form
4. completed **Registration Declaration** form (Hydro Northern Generating Station Projects only) and evidence of information declared
5. one or more completed **Skills Profiles PLUS**

Required Documents (If you are providing documents by mail, please do not send originals)

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 (card with picture).
2. **Social Insurance Number** – social insurance card.
3. **Credentials** - applicable credentials indicating education, training or completion of trade courses.

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, address and picture. For credential purposes JRS will only examine the portion of the Notice of Driver's Licence In Force letter that state the name, class and expiry date. JRS will not 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.

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 (Hydro Northern Generating Station Projects only) and evidence of information declared

If applicable:

3. updated **Employment History** form and/or an updated résumé
4. updated **Education Information** form
5. updated and/or completed **Skills Profiles**
6. **Credentials** - 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 your obligation to review the content of the Notice and Consent form and to advise the JRS of any questions and/or concerns you 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.

- 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 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.
- If you are currently working on a project, please indicate on the Employment History form.
- If you are instructed by your local union to pre-register, it is important to note pre-registration is not considered an “active” registration. You will not be made available for other referral opportunities.

How to Register

- Job seekers can register online, in person, by mail or fax. Please visit our website at manitoba.ca/jobreferral.
- Authorized agencies will accept registrations on behalf of the Keeyask and Keewatinohk JRS. For more information about a registration agency in your community, please contact the JRS.

Questions?

- For more information e-mail jobreferralservice@gov.mb.ca. You can also contact the JRS directly at 204-677-6544 or 1-866-332-5077 (toll-free in Manitoba only).

NOTE: *Manitoba Jobs and Skills Development Centres are listed following this Instruction sheet.*

Manitoba Jobs and Skills Development Centres

Winnipeg Region

South Centre*

1005 St. Mary's Road
Fax: 204-948-2902

Downtown Centre

100-111 Lombard Avenue
Fax: 204-948-2902

Interlake Region

Selkirk Centre

100-260 Manitoba Avenue
Fax: 204-785-5284

Gimli Centre

2nd Flr 62 Second Avenue
Fax : 204-642-6024

Eastern Region

Steinbach Centre*

321 Main Street
Fax: 204-326-6172

Central Region

Portage la Prairie Centre

1016 Saskatchewan Avenue East
Fax: 204-239-3715

Morden Centre*

1 – 160 Stephen Street
Fax: 204-822-2320

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 S
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

143 Main Street
Fax : 204-687-1688

NOTE : *indicates Manitoba Jobs and Skills Development Indigenous Centres offering bilingual services.