

EDUCATION, PROFESSIONAL DEVELOPMENT, COURSES AND CERTIFICATION

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| DATE (dd/mmm/yyyy) | PROGRAM |
| EDUCATIONAL/TRAINING FACILITY | CERTIFICATE/LICENSE (expiry date) |

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COMPUTER SKILLS

| SKILL LEVEL | INTERNET | EMAIL | WINDOWS | WORD | EXCEL | OUTLOOK | POWERPOINT |
|---------------------------|----------|-------|---------|------|-------|---------|------------|
| OTHER SKILLS AND PROGRAMS | | | | | | | |
| KEYBOARD AND MOUSE | | | | | | | |
| COMMENTS | | | | | | | |

EMPLOYMENT HISTORY/EXPERIENCE (Please also attach most recent resume)

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|--------------------------------------|--------------------|
| START AND END DATE (dd/mmm/yyyy) | JOB TITLE |
| EMPLOYER | REASON FOR LEAVING |
| JOB DESCRIPTION/ESSENTIAL JOB DUTIES | |

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VOLUNTEER EXPERIENCE

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APTITUDE PROFILE (include aptitude testing summary)

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TRANSFERRABLE SKILLS AND PERSONAL CHARACTERISTICS

Please include information such as, but not limited to: Verbal/Communication, general learning, motor coordination, keyboard/typing knowledge and other valued abilities

SKILL/CHARACTERISTIC

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SKILL/CHARACTERISTIC

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SKILL/CHARACTERISTIC

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SKILL/CHARACTERISTIC

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SKILL/CHARACTERISTIC

SKILL/CHARACTERISTIC

DRIVER'S LICENSE (Endorsements/Restrictions/Clean Abstract)

| | |
|--|---|
| CRIMINAL RECORD? <input type="checkbox"/> Yes <input type="checkbox"/> No | BONDABLE? <input type="checkbox"/> Yes <input type="checkbox"/> No |
|--|---|

INTERESTS/HOBBIES

WALK-IN/DIRECT ENTRY EMPLOYMENT OPTIONS (minimum 3 available within 100 kms)

OPTION 1
JOB TITLE NOC#
(e.g., Receptionist NOC#1414 — Greets people arriving at offices, hospitals and other establishments. Directs visitors to appropriate persons and services. Answers phones, takes messages, schedules appointments and other clerical duties):

LABOUR MARKET RESEARCH/INFO
Education:

Other Qualifications:

Physical Requirements:

SALARY INFORMATION
Low:

Median:

High:

DIRECT ENTRY JOB MATCH WITH RATIONALE AND ACTIVE JOB POSTINGS Yes No

Rationale:

Active postings/source:

Additional short term training/certifications required (including appropriate costs):

OPTION 2

JOB TITLE NOC#

LABOUR MARKET RESEARCH/INFO

Education:

Other Qualifications:

Physical Requirements:

SALARY INFORMATION

Low:

Median:

High:

DIRECT ENTRY JOB MATCH WITH RATIONALE AND ACTIVE JOB POSTINGS Yes No

Rationale:

Active postings/source:

Additional short term training/certifications required (including appropriate costs):

OPTION 3

JOB TITLE NOC#

LABOUR MARKET RESEARCH/INFO

Education:

Other Qualifications:

Physical Requirements:

SALARY INFORMATION

Low:

Median:

High:

DIRECT ENTRY JOB MATCH WITH RATIONALE AND ACTIVE JOB POSTINGS Yes No

Rationale:

Active postings/source:

Additional short term training/certifications required (including appropriate costs):

OPTION 4

JOB TITLE NOC#

LABOUR MARKET RESEARCH/INFO

Education:

Other Qualifications:

Physical Requirements:

SALARY INFORMATION

Low:

Median:

High:

DIRECT ENTRY JOB MATCH WITH RATIONALE AND ACTIVE JOB POSTINGS Yes No

Rationale:

Active postings/source:

Additional short term training/certifications required (including appropriate costs):

RECOMMENDATIONS/RATIONALE/OBSERVATIONS

ADDITIONAL COMMENTS/INFORMATION

GLOSSARY/SOURCES (Please include references/sources used to support your recommendations)

Transferrable Skills Analysis Invoice

| | | |
|--------------|---------------------|-----------------------------|
| CLAIM NUMBER | RECOVERY SPECIALIST | DATE OF CRASH (dd/mmm/yyyy) |
|--------------|---------------------|-----------------------------|

INVOICE INFORMATION

| | | |
|------------------------------|---------------|--------------------------|
| DATE OF REPORT (dd/mmm/yyyy) | VENDOR NUMBER | INVOICE/REFERENCE NUMBER |
| PAYEE NAME | | |
| PAYEE ADDRESS | | |
| PAYEE ADDRESS | | |

CUSTOMER INFORMATION

| | | |
|-----------------------------|--------------|-------|
| FIRST NAME | LAST NAME | |
| DATE OF BIRTH (dd/mmm/yyyy) | PHONE NUMBER | EMAIL |
| ADDRESS | | |
| ADDRESS | | |

TIME CHARGES

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|-------------------------------|--------------------|---|---------------|
| Transferrable Skills Analysis | RATE \$1,200.00 | INCLUDE GST? <input type="checkbox"/> Yes <input type="checkbox"/> No | INVOICE TOTAL |
|-------------------------------|--------------------|---|---------------|

Note: Travel and mileage costs are not authorized and cannot be added to this invoice.