

Client Information Form

First Name		Middle Name	Last (Family) Name
Preferred Name			
Street Address		City/Town	Postal Code
Telephone (Home):		E-mail address	
(Other):			
<i>Our funder requires that we collect information about the sex of our clients. We recognize that this question does not necessarily reflect your identity.</i> Gender <input type="checkbox"/> F <input type="checkbox"/> M <input type="checkbox"/> Other		Please choose your pronouns:	
		<input type="checkbox"/> he/him/his <input type="checkbox"/> she/her/hers <input type="checkbox"/> they/them/theirs	
		Date of Birth:	
		/ /	
		Day / Month / Year	
Country of Birth		Country of Citizenship (Nationality)	
Please check mark your current immigration status : <input type="checkbox"/> Permanent Resident, <input type="checkbox"/> Canadian Citizen, <input type="checkbox"/> Refugee Claimant, <input type="checkbox"/> Temporary Foreign Worker, <input type="checkbox"/> International Student, <input type="checkbox"/> Visitor			Immigration I.D. Number - Client ID, PR Card, IMM 1000, IMM 5292, IMM 5509, Temporary Resident number, passport number(Canadian Citizens)
Please note that before we provide you with service a copy of proof of status must be submitted with this form			
Do you intend to become a Canadian Citizen? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN/NOT SURE			
Arrival Date in Canada	Arrival Date in North Bay /Timmins and District		Previous home town in Canada (if any):
Family Composition: <input type="checkbox"/> Single <input type="checkbox"/> Common-Law <input type="checkbox"/> Married <input type="checkbox"/> Separated/Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Other:			
Other Family Members Living with You in Canada			
Name	Date of Birth	Relationship to You	Immigration Status/I.D.
First Language		Other Languages	
Knowledge of English: <input type="checkbox"/> None <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced			
Knowledge of French: <input type="checkbox"/> None <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced			

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Employment Status: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seeking Employment <input type="checkbox"/> Self employed									
<input type="checkbox"/> Home Maker <input type="checkbox"/> Other:									
Education Level: <input type="checkbox"/> No Formal Education <input type="checkbox"/> College/Technical (area of study)									
<input type="checkbox"/> Elementary <input type="checkbox"/> University (area of study)									
<input type="checkbox"/> Secondary <input type="checkbox"/> Post Graduate (area of study)									
Present Occupation:	Occupation in Home Country:								
Skills and Assets:									
What Services do you require from the Multicultural Centre?									
How did you hear about the Multicultural Centre?									
<p>The Settlement Workers in Schools (SWIS Program) provides support, builds cultural connections, mentors, and guides children and youth as they settle and integrate into their new life in Canada. SWIS helps to overcome the challenges that the newcomer students and their families might have while adapting to the school system in Canada. Please fill out if you have children/dependents attending school in the area:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Name</th> <th style="width: 25%;">School</th> <th style="width: 15%;">Grade</th> <th style="width: 40%;">Interests/Hobbies</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		Name	School	Grade	Interests/Hobbies				
Name	School	Grade	Interests/Hobbies						
<p>Canada Connects provides need driven support to newcomers in our area. This program connects long term Canadians and established immigrants with newcomers in a one-on-one match. This program is a great opportunity to meet others, practice language skills and become engaged in your local community.</p> <p>Would you be interested in learning more and being matched with a local volunteer in our Canada Connects Program for 6 months?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> Not Currently <input type="checkbox"/> No</p>									

I would like to add my email address to the Multicultural Centre’s mailing list to be contacted for workshops, information sessions and events: YES NO

I prefer to be contacted by phone for workshops, information sessions and events: YES NO

I consent to be contacted for future research/consultation: YES NO

The North Bay & District Multicultural Centre provides a **free** service to assist in the settlement needs of immigrants in the North Bay area. Your participation here is completely **voluntary** and **self-directed**. Although all information collected will be kept confidential, it is necessary for some information to be shared with staff of NBDMC and Immigration, Refugee and Citizenship Canada to meet funding requirements.

Exceptions to this confidentiality will occur only when there are overriding legal or professional reasons and, whenever possible, with the written informed consent of the client(s). Mandatory reporting obligations may include, but are not limited to; the reporting of the abuse or neglect of children or of vulnerable adults; threat of harm to self; the duty to take steps to protect or warn a third party who may be endangered by the client(s); and, any duty to report the misconduct or impairment of another professional. Additional limits to confidentiality may occur because of parental access to the records of a minor, the access of legal guardians to the records of some adults, access by the courts to mandated reports, and access by third party payers to information for the purpose of treatment authorization or audit. When confidential information is released to a third party, the settlement counsellor will ensure that the information divulged is limited to the minimum amount required to accomplish the purpose for which the release is being made.

(Client Signature)(Parent/Guardian if under 18)

(Date)

Statement on Providing Immigration and/or Legal Assistance

The following outlines the limits of the NBDMC and TDMC involvement in providing immigration and/or legal related assistance. Please read this carefully. The NBDMC and TDMC do **NOT** provide immigration consulting, legal services, or representation on immigration matters.

- The NBDMC and TDMC **cannot** fill out immigration applications or legal forms on your behalf.
- The NBDMC and TDMC are **NOT** Immigration, Refugees and Citizenship Canada offices. We do **NOT** have privileged connection to IRCC's immigration offices or officers.
- All decisions regarding the granting of immigration status are at the sole discretion of the Government of Canada's Department of Citizenship and Immigration.
- For specific legal advice, please seek assistance from a certified immigration consultant or lawyer.

You are responsible to verify any information you receive and make your own informed decisions regarding immigration and legal processes. (Please note: immigration and legal rules change frequently and current policies should be verified before submitting any application).

By signing this document, I understand and agree that the NBDMC or TDMC cannot provide me with immigration or legal advice or representation and that any decisions made regarding personal immigration or legal matters are my own responsibility.

Client Code of Conduct

1. The North Bay & District Multicultural Centre/Timmins and District Multicultural Centre does not tolerate abuse and/or intimidation of any kind while interacting with staff, whether at the office or during events and activities.
2. All visitors to the NBDMC/TDMC shall communicate and conduct themselves in a respectful manner and be respectful of all cultures.
3. Individuals who act in an abusive or threatening manner, whether verbally or physically, will be asked to leave the premises/event immediately.
4. All visitors to the NBDMC/TDMC shall be free from any and all mood altering substances (i.e. alcohol, street drugs, etc.)

Anyone in violation of any of the above mentioned stipulations will be asked to leave the premises immediately and may forfeit their right to access services from the North Bay & District Multicultural Centre/Timmins & District Multicultural Centre.

Name (Printed)

Signature

Date

Settlement Worker