



# Targeting, Referral and Feedback Access Request

## COLLECTION OF INFORMATION

Personal information you provide to Jobs, Economy and Trade for Targeting, Referral and Feedback (TRF) is collected under the authorization of Section 33(c) of the *Freedom of Information Protection of Privacy (FOIP) Act* and is managed in accordance with Part 2 of the *FOIP Act*. Your personal information will be used by Jobs, Economy and Trade for the purpose of processing your application to obtain access to the Targeting, Referral and Feedback application and/or the administration of your account. Personal information will not be used or disclosed for any other purpose than stated, without written consent or unless required to do so by law. Should you wish to have your personal information removed, corrected or have concerns pertaining to TRF, please contact your Contract Service Coordinator/Contract & Procurement Specialist.

## USER INFORMATION

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

Alberta.ca Account for \_\_\_\_\_  
Organizations/work \_\_\_\_\_  
email: \_\_\_\_\_

Company: \_\_\_\_\_ Position: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Office Address: \_\_\_\_\_

## REQUEST DETAIL

- I require access to contact EI applicants and market services/training programs they may need
- I already have access and have changed my Legal Name from \_\_\_\_\_ to \_\_\_\_\_
- I no longer require access/ this person has left their employment with this business (Proceed to management signatory section if checked)

## ROLE REQUESTED

- Site Supervisor (*submit Targeting Criteria and work with Referrals*)  Staff (*work with Referrals only*)
- Contract ID/s: \_\_\_\_\_

## PERSONNEL SECURITY SCREENING CLEARANCE

- I have a completed Criminal Record Check (Canada-wide) Completion date: *mmm/dd/yyyy*
- I have submitted my Criminal Record Check to my Contract Service Coordinator/ Contract & Procurement Specialist
- I have completed the TRF Overview Training Completion date: *mmm/dd/yyyy*
- I have completed and submitted my FOIP Training Certificate to my Contract Service Coordinator/ Contract & Procurement Specialist

## USER CONSENT

I understand and agree to the following:

- I shall access and use TRF only for the purpose for which it was granted, and

I shall safeguard my username and password, taking all reasonable and necessary measures to prevent the loss, disclosure, sharing, modification, and unauthorized use of username and password, and immediately advise my manager/supervisor of any suspected compromise, and

I shall immediately report any criminal charges to my supervisor or designated personnel identified by the company.

Date: *mmm/dd/yyyy* Signature: \_\_\_\_\_

**MANAGEMENT AUTHORIZATION**

The above named individual requires access to TRF for the purpose(s) identified to carry out the responsibilities of their role. I shall notify the TRF Administrator at [JET.TRF-Support@gov.ab.ca](mailto:JET.TRF-Support@gov.ab.ca) to have access disabled when this employee no longer requires access to carry out their duties.

**Manager/Supervisor:**

Name: \_\_\_\_\_

Date: *mmm/dd/yyyy* Signature: \_\_\_\_\_

Telephone: \_\_\_\_\_ Alberta.ca Account for Organizations/ Work Email: \_\_\_\_\_

**CONTRACT SERVICE COORDINATOR CONSENT**

I agree to be the GoA contact for the above named individual who requires access to TRF and to provide him/her necessary training for accessing and using the TRF system.

**Contract Service Coordinator/ Contract & Procurement Specialist:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: *mmm/dd/yyyy* Ministry: \_\_\_\_\_

Please email your signed request to: [JET.TRF-Support@gov.ab.ca](mailto:JET.TRF-Support@gov.ab.ca)