



Service  
Canada

## Employees of School Boards

### Instructions for applying for Employment Insurance

Please complete your application for Employment Insurance benefits on-line at:

[www.servicecanada.gc.ca](http://www.servicecanada.gc.ca)

A Reference Code has been assigned for Ontario residents only. You will be asked during the application process for this Reference Code.

**Your reference codes for this summer are:**

**3015012006SCHOOL - for service in English**

**3529012006SCHOOL - for service in French**

**Enter the Reference Code exactly as shown with SCHOOL in capital letters. These codes are case sensitive and are only valid from 4 June to 2006 to 25 August 2006.**

**Attention: You will be asked to provide a return to work date on the application. If you do not know the date please enter the following: 10102010.**

You will also be asked to provide personal information (Social Insurance Number, first and last name, date of birth, and **your mother's maiden name** (*her last name when she was born*)). **If this information is not correctly entered, there may be a delay in processing your claim.**

You are encouraged to apply for Employment Insurance benefits immediately **after your last day worked**, or no later than 14 days after the last day worked or last day paid.

You do not need your Record(s) of Employment to apply however they will be required to calculate your benefits.

Records of Employment with Serial Numbers starting with **“W” or “S”** do **NOT** need to be delivered to your Service Canada Centre.

However, all Records of Employment which were issued to you in the last year with Serial Numbers starting with **“A” or “L”** must be submitted to your Service Canada Centre as soon as possible once your claim has been filed.

You are also required to submit all **“A” or “L”** Serial Numbered Records of Employment for all employment within the last 52 weeks which has not been previously submitted to your local SCC (this includes any full-time, part-time or casual employment with another employer or school board).

If you have questions about your Employment Insurance application, please call the Employment Insurance Contact Centre during regular business hours (Monday to Friday from 8:30 am to 4:30 pm) at 1-800-206-7218.

Please visit these service offerings during your visit to the Service Canada Website.

[Application for Employment Insurance benefits on-line](#)

[Internet Reporting Service](#)

[My EI Information on-line](#)

[Tax Information Slips on-line - T4E](#)

**Note: If your usual place of residence is located outside the province of Ontario, do not use the above Reference Codes when completing your application on-line.**