



KANESATAKE HUMAN RESOURCES OFFICE

C2 Weekly activity sheet / Feuille d'activité hebdomadaire

Participant name: Nom du participant: _____ Week starting: Semaine débutant: _____	Business name: Nom de l'entreprise: _____ Week ending: Fin de semaine: _____
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Day/Jour:	Start: Début:	End: Fin:	Business Activities/ Activités commerciales:	Total hours: Heures totales:
Monday: Lundi: _____				
Tuesday: Mardi: _____				
Wednesday: Mercredi: _____				
Thursday: Jeudi: _____				
Friday: Vendredi: _____				
Saturday: Samedi: _____				
Sunday: Dimanche: _____				
Total hours worked Total heures travaillées				

Comments:
Commentaires:

Participant signature: Signature du participant:	Date:
KHRO representative signature: signature du représentant:	Date:



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Kanesatake, Qc, J0N 1E0

Notes for filling out this file

1. Click on any form and start typing to enter your information
2. Date fields have a calendar you can use to choose the date. Click on the down arrow that appears when you select the field
3. You may ignore the signature fields to sign them at K.H.R.O offices
4. If you do not know how to fill out a specific field the Employee Counsellor at K.H.R.O will help you complete the form during your appointment with them
5. There is a Print button at the top of this form. Click on it to open the print dialog box to print the document
6. There is a Clear Form button at the top of this form. Click on it to remove ALL the Information you filled in

Options for submitting this file before your appointment

You have multiple options to make your appointment go quicker by filling out this form before your appointment with your employment counsellor, they are as follows:

1. Fill out this form as completely as you can, save the file and email it to khro@kanesatake.ca using the form title as the subject so the employment counsellor has access to the forms you filled out before your appointment.
2. Fill out this form as completely as you can and print this document and bring it in when you come in for your appointment
3. If you are familiar with Adobe PDF files and Digital signature you may digitally sign your document and email it to khro@kanesatake.ca

If you require additional help with Adobe PDF or would like to learn more, you can click on the following link.

<https://helpx.adobe.com/ca/acrobat/using/filling-pdf-forms.html>