

The functions of a local office involve registration of all persons who apply for employment. The method of registration varies with circumstances. It may be oral, self-registration, group registration, or registration by mail. Good relations must be maintained with employer and employees groups. From employers the local office receives order for workers, endeavours to fill them and follows up the matter until placements are effected or orders cancelled. Files of applications for employment and requests for workers are kept, and every effort is made to send employers workers with the qualifications best suited for the employment available. When suitable workers are not available locally, a local office may clear such orders to other offices where suitable workers may be available. Thus, if necessary, a local office can enlist the help of the entire organization in finding suitable workers.

The clearance system is one of the most valuable features of the National Employment Service. It could only exist on a country-wide basis in a national organization. It means that an employer in any part of Canada who has difficulty in obtaining certain types of workers in his own locality has the entire employment resources of the service from coast to coast at his command. Similarly the field of opportunities for workers is nation-wide. In certain cases the Unemployment Insurance Commission is authorized to advance transportation on behalf of employers to workers at a distance.

The value of the National Employment Service in meeting seasonal demands in various parts of the country will be appreciated. In co-operation with provincial governments, the National Employment Service organizes regular seasonal movements of workers in agriculture. Special transportation arrangements are made under which these workers are able to move at relatively small cost from one part of the country to the other as the need for their services arises. Movements of harvesters and others have proven of very great value in gathering the various crops in different parts of Canada.

The Commission has played an important part, through its National Employment Service, in the successful settlement of newly arrived immigrants. Frequently, when the immigrant reaches Canada, his most pressing need is employment. He usually knows very little about how to obtain employment in Canada. Consequently he has to be assisted by the National Employment Service in finding the work for which he has been designated or to which he is suited. In co-operation with the Department of Citizenship and Immigration, the National Employment Service has been able to place large numbers of immigrants from Europe and elsewhere.

Some mention should be made of insurance, the other important branch of the Commission's organization. As already stated employers and workers in insurable employments contribute to a fund which now has a reserve of more than \$830,000,000. Insurance contributions are collected in different ways, the commonest being that of giving each insured worker a book in which his contributions are recorded by stamps purchased by the employer. If an insured worker loses his employment and cannot be provided with suitable employment by his local office, he makes a claim for benefit. His claim is investigated and, if he can qualify, the amount to which he is entitled is paid to him over the period of entitlement.

As the National Employment Service developed, it became evident that certain groups of workers would require special services. Consequently services were gradually developed to assist in the placement of the handicapped, the