

TRAINING APPLICATION CHECKLIST

Please provide the following documentation with this application when you meet with the Employment Counsellor:

- ❑ A letter of acceptance from the Education Institution (including course costs, start and end dates).
- ❑ Fully completed training application.
- ❑ Resume.
- ❑ Proof of residency (copy of photo id with address, or utility bill)
- ❑ If status- Letter from your band stating that they cannot pay tuition or books - or- what items they will be paying for (specify each item).
- ❑ If status, provide a copy of your status card for income tax purposes.
- ❑ Research from at least two employers agreeing that the training will increase your opportunities for employment.
- ❑ A letter from you to the Ogemawahj Tribal Council. In the first paragraph, identify in detail the financial assistance you are requesting (tuition, books etc...), name of course, and name of training institution, start and end dates of course. The second paragraph should inform what training, educational background, knowledge, or personal/job experience, you have for the course request. Also, how the training will assist you to attain your career goals, what job prospects you have once your course is completed and where you see yourself in two years. (Remember to sign and date your letter.)
- ❑ If your doctor has advised you to change careers, bring a copy of the letter.



IDENTIFYING YOUR CURRENT EMPLOYMENT CHALLENGE

Please describe the difficulties you have had in finding full-time employment related to your current skills.

Apart from considering training, what steps have you taken to overcome these challenges? (For example, attended a Job Club, Job Search Workshops, Interviewing employers, moved to area, etc.)



WHY DO YOU WANT THIS TRAINING?

1) What are your long term and short-term career goals?

2) Describe your job search for the past three months.

3) What training are you considering?

4) Why do you need this training



5) In what way does your previous work or related experience or current skills relate to your proposed training?

6) What other jobs could you seek with this training?

7) What other training have you taken previously, and what were the results of that training?

8) Have you attended any career planning programs? If yes, which one(s)?



9) What most appeals to you about the work you want to train for?

10) What least appeals to you about this work?

11) Any other information that you would like the Employment Counsellor to consider in your application and any comments you would like to make.



EMPLOYER RESEARCH REGARDING THE WORK I WANT TO TRAIN FOR

Complete one page for each employer you interview. It is to your advantage to contact as many employers as possible. (Make as many additional copies of this page as needed). When you talk to an employer, you want to talk to them about a specific job that relates to the training you are seeking.

NAME OF CONTACT PERSON	JOB TITLE	COMPANY	PHONE

What training and related experience is required for this type of work?

When you are looking for someone to do this work, what skills and abilities do you look for?

What positions would I be qualified for once I finish this training?

What are the long-term prospects for employment in this occupation?



**EMPLOYER RESEARCH REGARDING
THE WORK I WANT TO TRAIN FOR**

Complete one page for each employer you interview. It is to your advantage to contact as many employers as possible. (Make as many additional copies of this page as needed). When you talk to an employer, you want to talk to them about a specific job that relates to the training you are seeking.

NAME OF CONTACT PERSON	JOB TITLE	COMPANY	PHONE

What training and related experience is required for this type of work?

When you are looking for someone to do this work, what skills and abilities do you look for?

What positions would I be qualified for once I finish this training?

What are the long-term prospects for employment in this occupation?

