

TRAINING APPLICATION CHECKLIST (For short programs-8 weeks or under)

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

- ❑ Course outline from school and a letter of acceptance (includes start and end dates and course costs).
- ❑ Resume.
- ❑ Proof of residency (copy of photo id with address, or utility bill)
- ❑ If status, provide a copy of your status card for income tax purposes.
- ❑ Letter from you addressed to the Ogemawahj Tribal Council. In the first paragraph, identify in detail the financial assistance you are requesting (cost of course, books), 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 may have once your course is completed and where you see yourself in two years. (Remember to sign and date your letter.).
- ❑ If you have a job offer, bring a letter from employer indicating certification is needed to start work. (CRF or EI Clients).
- ❑ If you need the certification to apply for jobs, attach postings. (EI Clients ONLY).

FOR APPRENTICES:

- ❑ If this is a part of a multi-year apprenticeship, what training level are you in?:_____.
- ❑ Letter from your employer sponsor.

