

Dear Applicant:

On behalf of Sahtu Dene Council, we would like to thank you for your interest in the SAHTU Indigenous Skills and Employment Training Strategy (ISETS) funds. ISETS Manager will review your application for eligibility for financial support for employment, training program and services.

Description of Eligibility Criteria:

- All First Nations, Metis and Inuit peoples residing in the geographical areas known as Deline, Fort Good Hope, Norman Wells, Colville Lake and Tulita in the Northwest Territories;
- Application must be completed in full.
- Applicants must have proof of application/rejection from other funding agencies.
- Applicants who were previously funded and were terminated or did not complete their training/education may not apply for three (3) years.
- **A complete career plan/goals to be completed.**

Thank you for your interest in the Indigenous Skills and Employment Training Strategy.

YOU MUST SUBMIT AN APPLICATION EVERY YEAR BY YOUR APPLICABLE DEADLINE

Note: Applicants will not be funded for training already started

CLIENTS ARE FUNDED PENDING: LABOUR MARKET DEMAND AND FUNDING AVAILABILITY

Return to: Attn: Brenda Baton Box 173 Deline, NT X0E 0G0 Ph: (867) 589-3020 Toll Free 1-855-232-7387 Fax: (867) 589-3026 E-Mail: sdc.isets@sahtu.ca	<u>Semester Funding</u> Application deadline is: Fall July 15 Winter November 15 Spring/Summer March 15 <u>Skills Development/Training</u> Application deadline is: One calendar Month prior to beginning of training
--	---

INDIGENOUS SKILLS and EMPLOYMENT TRAINING STRATEGY SAHTU REGION

Please read the application form carefully and note that the form must be completed in full. Failure to do so may result in delays to reviewing the application.

PERSONAL INFORMATION

Surname		First and Middle Names	
Social Insurance Number		First Nation/Inuit/Metis Status	
Date of Birth (y/m/d)		Marital Status	
Check of you are Disabled <input type="checkbox"/>	List Nature of Disability	Valid Drivers License Yes <input type="checkbox"/> No <input type="checkbox"/>	Province Attained
Languages Spoken		Language Written	
Current Mailing Address		No of Dependents	
Town/City & Territory/Province		Postal Code	
Telephone Number		Fax Number	
Mailing Address while at school (if different from above)		Town/City	
Territory/Province		Postal Code	
Email Address			

DEPENDENTS

Please list all individuals who are financially dependent upon you for support

Name of Dependent	Date of Birth			Relationship to You
	Year	Month	Day	

SPOUSAL INFORMATION

If you are married or living common-law please complete:

Name	Date of Birth			S.I.N. #
	Year	Month	Day	

Is spouse currently working? Yes_____ No_____

If yes for whom _____

Is spouse on an EI Claim? Yes_____ No_____

If yes please advise weekly benefit \$_____

Is spouse attending school? Yes_____ No_____

If yes

Institution_____ Program_____

Start Date _____ End Date _____

If yes is he/she receiving SFA Yes_____ No_____

If yes please advise monthly allowance \$_____

CHILD CARE SERVICES (for students applying for Child Care Subsidy)

Child Care Service Used	Monthly Cost
Day Care ~ please give name	
Pre School ~ please give name	
Home Care ~ please give name of caregiver	
Relative ~ please give name of caregiver	
Other ~ please give specific details	

PREVIOUS EDUCATION

Please list all previous education including elementary, secondary and post-secondary information.

Name/Location Of School	From Year Month	To Year Month	Grade Completed Type of Certificate Awarded

List any Trade Licenses or Certificates you possess:

WORK HISTORY

Company Name of Last/Present Employer	Period of > D/M/Y Employment From To
Job Title	Reason For Leaving:
Company Name of Last/Present Employer	Period of > D/M/Y Employment From To
Job Title	Reason For Leaving:

PROPOSED STUDIES:

Please insure that you complete Appendix “A” – Career Objectives. This should be done with the help of a career counselor.

Program Name	Name/Location of School or Training Institute		
Course Start Date Year Month Day	Course Finish Date Year Month Day	Level of Study ___Certificate ___Diploma ___Degree	
Year of Study ___1 ___2 ___3 ___4 Other – please specify			
Will you be a full-time Student?			

SOURCES OF FINANCIAL ASSISTANCE

To what other agencies have you applied for and/or received funding? Please list all sources of funding, including support from family and/or employer. Please note that you are required to apply to Income Support, Student Financial Assistance and Employment Insurance. We require letters indicating your approval or rejection from these agencies.

Name of Individual/Agency Providing Financial Assistance	Applied To	Rejected (Letter must be included)	Approved	Amount of Funding (\$\$)

INCOME SUPPORT

Are you currently receiving income support? YES____ NO____Start date_____.

PREVIOUS ASETS SUPPORT

Year Received and Type of Funding	Program of Studies	Name/Location of School	Completion Information (successfully completed, Incomplete, withdrawn)

BANKING INFORMATION

Banking Institution	Name on Account
Transit Number	Bank Account Number

OTHER INFORMATION

Please provide other information that you feel may be important in reaching a decision. (Use the back of the page if you need more space.) _____

RELEASE AGREEMENT AND APPLICANT'S DECLARATION

1. In connection with my application for funding, I hereby authorize the Sahtu Dene Council to request information regarding my academic progress and to request written documentation from the education institution, including official transcripts.
2. I hereby consent to the sharing of any information regarding my training and employment status and any aspect of this application, which may affect the Indigenous Skills and Employment Training Strategy Agreement between Service Canada and Sahtu Dene Council.

12.) CONDITIONS OF SPONSORSHIP

I understand the following as conditions for sponsorship by the Sahtu Dene Council:

- 1.) To attend classes regularly and consistently- **submitting monthly attendance**;
- 2.) To consult with my ISETS Employment Training Officer if any problems arise academically, emotionally, physically, or financially;
- 3.) To adhere to school regulations and meet the standards required by the institution for continuation in my program of studies;
- 4.) To provide my marks and reports to the Sahtu Dene Council upon their request;
- 5.) To adhere to any rules and regulations as may be advised to me by my sponsoring ISETS;
- 6.) To accept responsibility for satisfying the academic or training requirements for the above institution and managing the educational assistance funds to the best of my ability;
- 7.) I understand that if I do not meet the academic requirements and attendance conditions of my sponsorship and of the educational institution, that the Sahtu Dene Council maintains the right to withdraw full sponsorship of my application and that I will be disqualified for future sponsorship for three (3) years;
- 8.) False or misleading statements may result in the termination of benefits, recovery of benefits already paid, and/or ineligibility to receive any type of education and training benefit from ISETS for a period of three (3) years.

Signature

Date

**APPENDIX “A”
CAREER DECISION MAKING**

This Appendix must be completed so please fill all areas where possible.

ISETS Manager _____

Agency _____

Date of Career Counselling _____

Please explain how you have researched your career/employment goal?

Explain how you have researched employment opportunities in your area?

Do you know if there is a demand for that occupation in the area where you are prepared to work?

Please list any other skills that you may have (hunting, gardening, office work, trapping, arts and crafts, driving, child care, cooking, carpentry etc...

Appendix “A”
Job Search (continued)

How do you go about searching for jobs?

Where did you learn how to create a resume and gain interview skills? Are you confident during interview? If no please explain.

Do you have positive work reference available?

List 5 things your past employers would say about you if another employer were to request your reference.

1.

2.

3.

4.

5.

Are you ready, willing, and able for school and /or work?

Explain your skills level pertaining to the program you are applying for?

Is there demand a for these skills?

APPENDIX “B”
FINANCIAL INFORMATION

Students must investigate the cost of tuition, textbooks and other costs before leaving for school so that realistic budgets can be prepared.

Breakdown of Expenses for Education or Training Project not covered by Student Financial Assistance.

Expenses	Amount
Tuition or other course fees	
Textbooks	
Uniforms, Safety Equipment, etc	
Accommodations	
Meals	
Travel	
Childcare	
Total Expenses	
Amount to be contributed by Student (if applicable)	
Total Amount Requested	

APPENDIX “B”
Financial Information (continued)

Monthly budget for ALL Applicants

Revenue/Expenses	Monthly Amount
Revenue	
Student Financial Assistance	
Employment Insurance	
Income Support	
Spouse’s Income	
Other income such as Widow’s Pension, Other Pension, Workers Compensation, Child Tax Benefit Please specify:	
Total Revenue	
Expenses	
Rent – Name of Landlord _____ Ph #: _____	
Utilities	
Groceries	
Transportation (Bus pass)	
Child Care	
Revenue minus Expenses	
Total Expenses	

APPENDIX “C” BASIC ELIGIBILITY REQUIREMENTS

General Criteria

The following deadlines apply:

Semester	Deadline
Fall	July 15
Winter	November 15
Spring/Summer	March 15

Late applications may be considered. However, students are encouraged to respect the deadlines.

Students are responsible for investigating all expenses prior to leaving for school so that an accurate budget can be prepared and no additional costs will be incurred.

Students must complete the application in full.

Funding available to all First Nations, Inuit and Metis people residing in the **Sahtu Settlement** Region for the last five years.

Members of the Sahtu Dene Metis Land Claim Agreement who are residents of another community are expected to apply to ISETS delivery agents in their community of residence first. If they have been rejected there application will be referred to the other ISETS holders in your area.

Policies

All applicants are obliged to seek funding from other sources such as Student Financial Assistance where available.

The program does not sponsor clients who are attending high school.

The program does not sponsor clients if they quit their current employment that has an average income.

The program does not sponsor clients who have full time jobs, unless their jobs are being jeopardized without specific training.

The program does not sponsor part time studies.

Applicants will not be funded if they owe money to the program.

Applicants who have previously been funded and have not completed their program will be given a lower priority than other applicants.

Students who receive Student Financial Assistance are not eligible to apply to the Program unless their living expenses exceed allowance available through SFA.

The program does not sponsor advanced education unless it is unavailable in this home community.

Priority consideration will be given to applicants who have recently been laid off.

For more information regarding the ISETS please contact ISETS Manager Brenda Baton:

OTHER EDUCATIONAL PROGRAMS & SERVICES

www.nwtsfa.gov.nt.ca ~ provide students in the NWT with Financial assistance to attend postsecondary institutions on-line application available.

www.auroracollege.com ~ northern post secondary institution, find out what programs are offered, course outlines, eligibility, applicant assessment, admission, information, objectives, completion requirements.

www.siksik.learnnet.nt.ca ~ GNWT E C E, information regarding funding for Day Care Subsidies.

www.inac.gc.ca ~ Post Secondary Education Program ~ all aboriginal students may qualify for financial support for tuition, books and other educational costs. Scholarships, bursaries and awards are also available.

www.canlearn.ca is Canada's one-stop resource to find learning and educational opportunities, research occupations, develop learning strategies and create financial plans.