

URBAN CIRCLE TRAINING CENTRE INC.

APPLICATION FOR

ADULT EDUCATION & EMPLOYMENT PROGRAM

funded by Manitoba Jobs & the Economy, MB Adult Learning & Literacy and C.A.H.R.D.

and in partnership with

SEVEN OAKS SCHOOL DIVISION

****NOTE TO ALL APPLICANTS: All applications MUST be accompanied with the following:**

1. Two (2) letters of reference from professional/working people who know you. For example, a former employer, coworker, teacher, supervisor, or counsellor.
2. A hand written paper telling us why you want to take this program. In this paper state your apprenticeship trade interest and also a little about yourself (autobiography).
3. School Transcript to verify your 2 High School Credits. Contact the last school you attended to obtain this document.

Please Note: Students may be required to submit an original and current criminal record check, child abuse registry check and an adult abuse check prior to the work placement which may be a mandatory request by the employers and your career plan.

1st Application Deadline: Friday, August 11, 2017

2nd Application Deadline: Monday, October 2, 2017

3rd Application Deadline: Tuesday, November 28, 2017

PERSONAL

1. Name:

Last	First	Middle
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2. Address: _____ Postal Code _____

3. Phone: (Home#) _____ (Message or Cell#) _____

4. SIN#: _____ - _____ - _____

5. Birthdate: ____/____/____
 M D Y

6. MB Medical# _____ (6 digit#)

7. Friend or relative where you can be contacted.

Name: _____ Relationship to you. _____

Address: _____ Phone # _____

8. **Are you a:**
Non-parent
Parent
Single Parent

9. **Are you:**
Status – Off Reserve
Status – On Reserve
First Nations
Métis Métis Non Status
Inuit

10. **Please indicate:**
Band Name: _____
MMF Regional Office _____
Card# _____

CHILDCARE

9. Number of children/dependents _____

10. Ages of children/dependents _____

11. If childcare is needed, subsidized childcare arrangements MUST be made. Please indicate current arrangements:

Name of Subsidized Daycare: _____

Name of Back-Up Babysitter: _____

CRIMINAL RECORD CHECK

12. Do you have a criminal record? Yes___ No___

If you answered YES, please explain the charge and how long ago _____

FUNDING

13.a) Are you currently on Social Assistance? Yes___ No___ b) If **yes**, How long? _____

c) If so, what is your SAMIN Number? _____

d) Workers Name: _____ Office Address: _____

Phone #: _____

e) Have you notified your worker/funding counsellor that you have applied for this program?

Yes___ No___

14. Education Training Assessment

a) Have you been referred by your EIA worker to Essential Skills MB? Yes___ No___

b) Have you been referred by your EIA worker to Training & Employment Services? Yes___ No___

c) Have you been referred by your EIA worker to Pathways Support Unit? Yes___ No___

d) If **YES** to any of the above list the contact name and phone#: _____

15. Are you currently employed? Yes___ No___

16. a) Are you currently **ON** Employment Insurance? Yes___ No___

b) If so, when does your EI expire? _____

c) Workers Name: _____ Office Address: _____

Phone #: _____

17. a) Have you applied to your Band, the Council or MB Metis Federation for funding?

Yes___ No___

b) Counsellors Name: _____ Office Address: _____

Phone #: _____

18. Have you ever been funded by MB Metis Federation in the past? Yes___ No___
 For what course & when? _____
19. Where did you hear about this program? _____

EDUCATION

1. What is your HIGHEST grade level of education? _____ Date completed: _____
2. Do you have
- | | <u>Yes</u> | <u>No</u> | <u>Level Completed</u> | <u>#Credits</u> |
|--|------------|-----------|------------------------|-----------------|
| a) Some High School Education (grade 9-12) | ___ | ___ | _____ | _____ |
| b) GED Equivalency Education | ___ | ___ | _____ | _____ |
| f) Other Training Programs | ___ | ___ | _____ | _____ |
- 3.a) Name of School Attended: _____
 Address: _____ Date attended: _____
 Name of Principal: _____
 Name of Course: _____ Course Completed: Yes___ No___
- b) Name of Other Facility Attended: _____
 Address: _____ Date attended: _____
 Contact Person: _____
 Name of Course: _____ Course Completed: Yes___ No___

EMPLOYMENT HISTORY

1. Most recent employer: _____
- | Supervisor | Company Name | Address | Phone # |
|------------|--------------|---------|---------|
| _____ | _____ | _____ | _____ |
- Type of Job _____
- Employed from _____ to _____
 Month/Year Month/Year
- Permission to contact supervisor? Yes___ No___
 Reason for leaving: _____
2. Most recent employer: _____
- | Supervisor | Company Name | Address | Phone # |
|------------|--------------|---------|---------|
| _____ | _____ | _____ | _____ |
- Type of Job _____
- Employed from _____ to _____
 Month/Year Month/Year
- Permission to contact supervisor? Yes___ No___
 Reason for leaving: _____

Please list additional employment on a separate sheet if necessary

VOLUNTEER EXPERIENCE

1. Have you had experience as a volunteer?

If so, where _____
Name of organization Address Phone #

When: from _____ to _____
Month/Year Month/Year

What type of work did (do) you do? _____

Supervisor Name and Phone # _____

Permission to contact supervisor? Yes _____ No _____

Please list other volunteer work on a separate sheet is necessary

All questions are based on funding and selection criteria requirements, and have been verified with the Human Rights Commission.

I, (print your name) _____, certify that the statements made by me in this application are true to the best of my knowledge. I also consent to the Adult Education & Employment Training Program Interview Team verifying any information supplied by me (unless otherwise indicated) for the purpose of ensuring my suitability for the program.

SIGNATURE OF APPLICANT: _____ **DATE:** _____

URBAN CIRCLE TRAINING CENTRE INC.

ELIGIBILITY CRITERIA Adult Education & Employment Program

- * Indigenous Men and Women Descent – (First Nations Status/Non-Status, Métis Status/ Non-Status, Inuit)
- * **MUST have 2 High School credits** (Grade 9 to Grade 12). Your last official transcripts must be submitted with application. **Transcripts are required** to verify 2 High School credits.
- * Must be able to demonstrate **a reliable source of income** to cover your personal financial support such as Social Assistance, Employment Insurance, Band/Council Funding, Manitoba Metis Federation, Employment, Spouse, etc. Personal financial support must include transportation, childcare (if required), criminal record check & child abuse registry checks (if required by the work placement host/employer), etc. (see attached list)
- * Must be available to commit daily Monday-Friday from 9:00a.m. to 4:30p.m. for 6 months
- * Must be motivated to successfully complete all the academic requirements in receiving a Mature 12 High School Diploma
- * **Must have an interest upon completion to continue into employment or post-secondary training.**
- * Good Physical Health in order to fully participate in this full time program
- * Demonstrated fluency in written and spoken English
- * Knowledge of Indigenous traditions and/or a second language can be an asset

PLEASE NOTE: Urban Circle encourages all people interested in this program to apply. Assistance will be provided to resolve funding questions or barriers.

URBAN CIRCLE TRAINING CENTRE INC.

Adult Education & Employment Program

ABOVE & BEYOND PERSONAL COST OF LIVING – ADDITIONAL FINANCIAL ASSISTANCE IS NEEDED FOR:

- * Students in the program will require confirmation of the following:
 - monthly transportation (bus pass, tickets, travel, etc.)
 - provide subsidized childcare costs (if required)

If required by the work placement host/employer:

- criminal record search check costs (\$44.00) required for work experience and to obtain and submit in the month of February (depending on Career goals)
- child abuse registry check costs (\$15.00) required for work experience and to obtain and submit in the month of February (depending on Career goals)
- adult abuse check costs (\$15.00) required for work experience and to obtain and submit in the month of February (depending on Career goals)