

APPLICATION
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 and they must be no older then the year 2004. 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 registry check prior to the work placement which may be a mandatory request by the employers and your career plan.

1st Application Deadline: Friday, March 17, 2017
2nd Application Deadline: Monday April 10, 2017
3rd Application Deadline: Wednesday, May 3, 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. (Also in case of emergency purposes.)

Name: _____ Relationship to you _____

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

11. Number of children/dependents _____

12. Ages of children/dependents _____

13. If childcare is needed, **subsidized childcare arrangements is highly recommended.** Please indicate current arrangements:

Name of Subsidized Daycare: _____

Name of Back-Up Babysitter: _____

CRIMINAL RECORD CHECK

14. Do you have a criminal record? Yes _____ No _____

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

FUNDING

15.a) Are you currently on Social Assistance? Yes _____ No _____

b) If yes, How long? _____

c) If yes, what is your Case Number (S.A.M.I.N#)? _____

d) Workers Name: _____ Office Address: _____
 Phone #: _____

e) Have you notified your worker/funding counsellor that you have applied for this program?
 Yes _____ No _____

16.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#: _____

17. Are you currently employed? Yes _____ No _____

18. a) Are you currently ON/Eligible for Employment Insurance (E.I.)? Yes _____ No _____

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

c) Have you ever received EI in the past 5 years? Yes _____ No _____

d) Workers Name: _____ Office Address: _____
 Phone #: _____

19. a) Have you applied to your Band/Council/ MMF for funding?
 Yes_____ No_____
- b) Counsellors Name:_____ Office Address: _____
 Phone #: _____
20. Have you ever been funded by MB Metis Federation (MMF) in the past? Yes_____ No_____
 For what course & when? _____
21. Where did you hear about this program? _____

EDUCATION

22. What is your HIGHEST grade level of education? _____ Date completed: _____
- | | | | | |
|--|------------|-----------|------------------------|-----------------|
| 23. 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 | ___ | ___ | _____ | _____ |
24. a) Name of School Attended: _____
 Address: _____ Date attended: _____
 Name of Teacher(s) and or Principal: _____
 Name of Course: _____ Course Completed: Yes_____ No_____
- b) Name of Other Facility Attended: _____
 Address: _____ Date attended: _____
 Name of Contact Person: _____
 Name of Course: _____ Course Completed: Yes_____ No_____

EMPLOYMENT HISTORY Please list additional employment on a separate sheet if necessary.

25. Most recent employer: _____
- | | | | |
|--|-------------------|------------|---------|
| | Company Name | Address | Phone # |
| Supervisor _____ | Type of Job _____ | | |
| Period of Employment _____ to _____ | Month/Year | Month/Year | |
| Permission to contact supervisor? Yes_____ No_____ | | | |
| Reason for leaving: _____ | | | |
26. Previous employer: _____
- | | | | |
|--|-------------------|------------|---------|
| | Company Name | Address | Phone # |
| Supervisor _____ | Type of Job _____ | | |
| Period of Employment _____ to _____ | Month/Year | Month/Year | |
| Permission to contact supervisor? Yes_____ No_____ | | | |
| Reason for leaving: _____ | | | |

VOLUNTEER EXPERIENCE Please list other volunteer work on a separate sheet is necessary

27. Have you had experience as a volunteer?

If so, where _____

Company Name Address Phone #

When: _____ to _____
Month/Year Month/Year

Type of Job? _____

Name of Supervisor _____ Phone # _____

Permission to contact supervisor? Yes _____ No _____

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

I, the applicant, 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

- * Aboriginal 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 they must be no older than the year 2004.
- * Must be able to demonstrate **a reliable source of income** to cover your personal financial support such as Employment Income Assistant (E.I.A/Social Assistance/Welfare), Employment Insurance (E.I), 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 Aboriginal 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 (depending on Career goals)
- * child abuse registry check costs (\$15.00) required for work experience and to obtain and submit (depending on Career goals)
- * adult abuse registry check costs (\$15.00) required for work experience and to obtain and submit (depending on Career goals)