



Williams Lake

F I R S T N A T I O N

F067

WLFN Trades & Training Sponsorship Application

Williams Lake First Nations (WLFN) may be able to assist you with taking training to return to work. Our involvement in your training will depend on the likelihood of this training resulting in employment. Complete all sections and contact the Employment Coordinator with your completed package well in advance of the training start date. WLFN cannot approve any training after the training start date. Incomplete application and failure to provide the requested information could result in your application being delayed or denied. Once you submit your completed application to WLFN's Employment Coordinator it will take a minimum of 2 weeks to process once the Trades Committee has reviewed and made their decision based upon your application.

What type of funding are you applying for?

The **Trades & Training funding** available is specific to recognized programs to assist with tuition, books, fees and a one-time only purchase of basic personal protection equipment and or required supplies for training. Up to a maximum of \$5000.00 per application, per calendar year.

Personal Development Program funding available is specific to personal development course, industry certification, skills development, and related travel costs up to a maximum of \$500.00 per application, per calendar year.

Examples include but are not limited to:

- Drivers Licensing
- Driving School
- Industry Certifications (Serving It Right, Food Safe, WHIMIS, S100)
- Esthetician Development (Nails, Hair, Eyelashes, and Others)
- Personal & Fitness Training Courses
- First Aid Level 1
- PAL or Outdoor Skills Courses

Participant Register Form

Registering as an individual for a training or program that has already been approved for funding by the Trades Committee and organized by the Williams Lake First Nations.

Please select which funding(s) you are applying for:

- Trades & Training Program
- Personal Development Program
- Participant Registering Form (*please complete form and disregard the Application Check List*)

Application Checklist

Please submit this completed checklist and the supporting documents with your application

- Completed Application Form
- Letter of Acceptance/ Confirmation of Registration from Training Agency
- If employed, letter of support from present or future Employer (e.g., Stating that the company will hire you once training is complete, or approves you taking time off work, possible increase in pay, will enhance your stability within the company, increase hours et.)
- Copy of all corresponding program fees & length of program.
- Employment Plan (What are your future goals, provide in written form)
- Copy proof of Indian Status.
- Copy of current Driver's License.
- Submit a minimum of 2 (two) quotes if requesting supplies/equipment.
- Copy of Updated Resume
- Attach any other funding resources that will be assisting with your training
- Arrear's confirmation letter from WLFN Finance department (All applicants)

Personal Information

Applicants Full Name: _____

Current Mailing Address: _____ City: _____

Postal Code: _____ Phone: _____ Message: _____

E-mail: _____ Student ID #: _____

Status Number: _____ Birth Date: Day ____ Month _____ Year _____

Do you currently live: On-reserve Off-reserve

Family Status: Single Married/Common-Law Divorced Widowed Separated

Number of dependents: _____

Do you have a valid driver’s license? Yes Class _____ No If not why? _____

Financial/Income Information

Source of Income:

Employed Employer _____

Unemployed Disability Insurance Employment Insurance (EI)

Other (Parents, Pension, Spouse) Provincial S/A (Town) WLFN Education

Federal S/A (Band)

If unemployed what is preventing you from finding employment?

Little to no work experience Education No transportation No Daycare

Live in remote Community No Driver’s License Other: _____

Have you received Employment Insurance in the past 3 years? No Yes

Have you received maternity or parental benefits within the past 5 years? No Yes

If unemployed and on Employment Insurance (EI) have you arranged to attend school, with continued EI support? No Yes

If on Social Assistance (SA), have you arranged to attend school, with continued SA support? No Yes

Have you ever applied for sponsored through Williams Lake First Nation? No Yes

If yes:

Course _____ Year _____

Outcome: Denied Approved

Course _____ Year _____

Outcome: Denied Approved

Course _____ Year _____

Outcome: Denied Approved

Program Information

Name of Training Agency: _____

Address: _____ City: _____

Postal Code: _____ Phone Number: _____ Fax: _____

Contact Person: _____ Position: _____

Program Name: _____

Co-op/ Placement/ Practicum Course Type: Upgrade Certificate Diploma

Start Date: _____ Completion Date: _____

Course Costs: Tuition: \$ _____ Books: \$ _____ Supplies: \$ _____ (two quotes)

Application Fee: \$ _____

Other Support Amount Requesting: (i.e. living support, travel)

Provide approximately 100 words of an outline of your long-term educational/employment goal, how this training will make you more employable, what skills you have right now and why you have selected this program (or attach)

Academic History

Please list two previous trainings and education programs completed:

School Name	Location	Dates Attended		Achievement Obtained/ Year	Sponsored by WLFN/Self?
		From:	To:		

Terms of Trades Program Sponsorship

The Williams Lake First Nation Trades Committee is pleased to assist you with your education/training. The terms of sponsorship must be understood and agreed to by the student before funding can be approved. The terms are:

1. The student must fully complete the application for sponsorship, including the provision of all supporting documentation and information release forms according to application deadlines.
2. The student agrees to immediately notify the Williams Lake First Nation Trades Committee of any changes in personal or program information.
3. The student agrees to attend their program on a regular basis; continued absences could result in suspended or canceled sponsorship.
4. The student agrees to complete all sponsored courses, practicum and programs in the time allotted by their Education Institute attending.
5. Graduating students agree to submit a color photocopy of their certificate, or diploma, or other document of recognition for student file for display at the Williams Lake First Nation Employment Department

Student Declaration

I hereby apply for sponsorship under the Williams Lake First Nation Trades & Training Program for the period indicated. I declare that the information contained in this application for sponsorship is accurate to the best of my knowledge. I understand that falsification and misrepresentation of information, or the failure to abide by the terms of sponsorship may result in the discontinuation of sponsorship and/or refusal for future financial assistance.

I also understand that should I receive financial assistance under a false pretense, I will be liable for the repayment of such funds. I agree to provide proof of registration and to report any changes in program status immediately.

If I do not successfully complete my program, training is cancelled, or after reporting a change in my program status and receiving confirmation from the committee of acceptance. I agree to pay in full the Program and Equipment costs to the Williams Lake First Nation Trades & Training Committee. I understand and agree to the **Sponsorship Terms** and **Student Declaration** outlined above. I understand that failure to meet these terms and requirements may result in suspended or canceled sponsorship

Student Information Request Authorization

I hereby authorize the Williams Lake First Nation, to obtain student information regarding my academic status and any other pertinent student information. I authorize the Williams Lake First Nation to contact appropriate school officials for copies of my records and status as needed.

Applicants Name (Please print)

Applicants Signature

Date

Thank you, for applying to the Williams Lake First Nation Trades & Training Program for financial support. Although we make every effort to assist all students with sponsorship, funding is limited. Students will be selected based on the quality of information submitted with the application.

Date Received

WLFN Employment Coordinator Signature