

EVERY MÉTIS PERSON PHYSICALLY RESIDING ON A SETTLEMENT OR A SETTLEMENT MEMBER ON AN AUTHORIZED LEAVE OF ABSENCE HAS THE RIGHT TO COMPLETE AND SUBMIT AN MSSTI APPLICATION

APPLICATION

Submit completed application 30 days prior to the beginning of your course. Incomplete or missing information may result in a delay in processing your application. The following supporting documentation must be submitted with your application:

- Acceptance Letter
- Cost of Tuition/Book/Fees
- Course Outline
- Career Investigation

DISCLOSURE

The personal information collected on this application is being collected for the purpose of determining and verifying eligibility for, and the general administration and enforcement of the Métis Settlements Strategic Training Initiatives Society programs. The information will not be disclosed to any other person or organization except as authorized by the *Freedom of Information and Protection of Privacy Act [Alberta]* and the *Privacy Act [Canada]*. Collection of this information is authorized by Par 2, Division 1 of the Freedom of Information

AUTHORIZATION/CONSENT

I, _____, authorize any financial institution, government department or agency, public body or other organization or person holding personal information concerning me, included but not limited to, Revenue Canada, the Student Finance board, a Metis Settlement, My employer or former employers, to disclose this information to Métis Settlements Strategic Training Initiatives Society (MSSTI) for the purpose of determining and verifying eligibility for, and general administration and enforcement of, MSSTI programs. This authorization is valid for the calendar year prior to the year of signature and each subsequent calendar year for which assistance is requested.

Signature of Applicant: _____ **Date** _____

DATE: _____

FILE#: _____

Personal Information

LAST NAME _____ GIVEN NAME _____

MIDDLE NAME _____ SOCIAL INSURANCE# _____

BIRTHDATE _____ GENDER Female Male

HOME SETTLEMENT _____ YEARS OF RESIDENCE _____

LEAVE OF ABSENCE? _____ LENGTH OF TIME AWAY _____

LANGUAGES SPOKEN _____

MARITAL STATUS Single Married Common-law Separated Divorced Widowed

MAIDEN NAME (if applicable) _____ SPOUSE'S NAME (if applicable) _____

Address

SETTLEMENT/PERMANENT ADDRESS

MAILING ADDRESS

Street Address _____

City/Town _____

Province _____ Postal Code _____

Telephone _____ Cellular _____

Street Address _____

City/Town _____

Province _____ Postal Code _____

Dependents

CHILDS FULL NAME	RELATIONSHIP TO APPLICANT	DATE OF BIRTH	CHILDCARE REQUIRED	Copy of health card of any/all dependents Comments

Benefits

	NO	YES	If yes when
Have your previously received funding from MSSTI and/or Settlement			
Have you applied for, or are you receiving Employment Insurance			
Have you received Benefits in the last 3 years			
Are currently receiving Alberta Works Income support			
Have you applied for funding elsewhere if so – Where?			

Service Requirements

Do you require assistance with?

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Career Decision Making | <input type="checkbox"/> Skills Enhancement | <input type="checkbox"/> Essential Skills | <input type="checkbox"/> Academic Upgrading |
| <input type="checkbox"/> Certificate Skills Training | <input type="checkbox"/> Apprenticeship | <input type="checkbox"/> Work Experience | <input type="checkbox"/> Student Employment |
| <input type="checkbox"/> Self-Employment | <input type="checkbox"/> Career Planning | <input type="checkbox"/> Job Search preparation, supports or referrals | |

To help us serve you better, check any barriers that may apply to you

- | | | |
|---|---|--|
| <input type="checkbox"/> Out of the workforce for more than 3 years | <input type="checkbox"/> Require Work Experience | <input type="checkbox"/> Require Childcare |
| <input type="checkbox"/> Require Transportation | <input type="checkbox"/> Require Further Training | <input type="checkbox"/> Require Further Education |
| <input type="checkbox"/> Legal issues | <input type="checkbox"/> Housing | <input type="checkbox"/> Finances |
| <input type="checkbox"/> Substance Abuse | <input type="checkbox"/> Language | <input type="checkbox"/> Other |

Program

Application type:

- On- Settlement training
- Off Settlement training
- Apprenticeship
- Upgrading
- Continuing Program from Previous year
- Other _____

Have you received previous funding? Yes No

If yes complete the following:

Program Name _____

Dates _____

Who funded you _____

Did you successfully complete the program? Yes No

Program/ Faculty of Studies _____

Start Date ____/____/____ End Date ____/____/____ year ____ of a ____ year program

Name and Address of Educational Institution:

School Contact:

Does your program include a practicum? _____ if yes, When? _____ to _____

You will be attending: Full-time Yes No Part-time Projected graduation date: _____

Education

Highest level of education completed _____ Province _____

Other Training/Skills/diplomas/degrees/trades/certifications

Program/discipline _____ Year Completed _____

Program/discipline _____ Year Completed _____

Program/discipline _____ Year Completed _____

Program/discipline _____ Year Completed _____

Employment

Please describe your Present employment situation:

Employment History – or attach current resume

Employer _____ From _____ To _____

Job Title: _____ Reason for leaving _____

Skills/Duties _____

Employer _____ From _____ To _____

Job Title: _____ Reason for leaving _____

Skills/Duties _____

Employer _____ From _____ To _____

Job Title: _____ Reason for leaving _____

Skills/Duties _____

Trades Information

Trade _____ Level _____ Union Member No Yes

Employment Certifications/Tickets

Certificate/Ticket _____	Expiry Date _____
Certificate/Ticket _____	Expiry Date _____
Certificate/Ticket _____	Expiry Date _____
Certificate/Ticket _____	Expiry Date _____
Certificate/Ticket _____	Expiry Date _____
Certificate/Ticket _____	Expiry Date _____
Drivers license _____	Class _____

Disability

Do you have a physical or mental disability that could prevent you from taking training or obtaining employment?
Yes No

If yes please complete the following client questionnaire so that we may assess the support programs most suitable for you.

Do you have a long term disability? Yes No

If **yes**, Please describe what disability is affecting you

Will this disability interfere with your ability to pursue employment of further education? Please explain:

Please describe any issues, concerns or support that you have. If you require more space, please attach a separate page

Would you like to speak to a disabilities advocate? Yes No

Transportation

Do you have a Valid Driver's License Yes No Class(s) _____

Do you have your own transportation Yes No

If you answered no to either question, please describe how you will ensure you attendance in class as required. _____

Budget Worksheet

EXPENSES	CURRENT	IN PROGRAM	INCOME	CURRENT	IN PROGRAM
HOUSING			EMPLOYEMENT		
HEAT/ ELECTRIC			SAVINGS		
TELEPHONE/INTERNET			SOCIAL ASSIST.		
GROCERIES			EMPLOY. INS.		
TRANSPORTATION			STUDENT AID		
INSURANCE			OTHER		
PERSCRIPTIONS/HEALTH			OTHER		
CLOTHING					
TOILETRIES					
LOANS					
CREDIT CARDS					
CHILD CARE					
OTHER					
OTHER					
OTHER					
TOTAL EXPENSES			TOTAL INCOME		

APPEAL PROCESS

If your application is denied for any reason other than:

- Insufficient funds
- An MSSTI Community policy, or
- You are in arrears to MSSTI for funds you were required to repay you may submit a written appeal to MSSTI central Office.

All appeals should be addressed: Attention Director of MSSTI and marked “confidential”
Suite 101, 10335 – 172 Street
Edmonton, AB T5S 1K9

TAXABLE INCOME

The amount of Bursary paid to you or on your behalf to a third party from MSSTI in each calendar year is classified as **TAXABLE INCOME** under the Income Tax Act (Canada, 1972). You will receive a T4A form indicating the funds you have received. You are required to report these funds on your annual income tax return and **YOU WILL BE RESPONSIBLE FOR ANY INCOME TAXES DUE AND OWING TO CANADA REVENUE AGENCY.**



CAREER INVESTIGATION

This form is designed to assist you in collecting the information you need to make an informed career decision. It will help you determine it needs to be submitted with your application 30 days prior to the start date of your program:

- What the benefits and drawbacks of an occupation are
- The opportunities for employment in the field
- If this occupation is right for you
- What type of training you need, and where it is offered

While completing this may seem a big task, you will be investing a great deal of time and effort in training so it is in your best interest to be sure this is the best choice for you, that the training will support you in following the career path that best suits you and your needs. It is possible by spending some time exploring your options that you will find an occupation you love and employment that is meaningful to you.

Completing this form is mandatory for any application for MSSTI funding, please complete it accurately and completely, you can request assistance from you Settlement HRO or from MSSTI Central office.

Please take the time to really explore your choice and what is best for you!

RESOURCES

Alberta Learning Information Systems

<http://alis.alberta.ca/index.html>

Provides: Occupational Profiles, Salary and wage information, Employment and Industry outlook forecasts
Job search resources, Educational Resources, and tools to help you discover and determine what occupation is best suited to your interests.

Trade Secrets

<http://tradesecrets.alberta.ca/>

Get more information on the Apprenticeship and Industry Training System, our partners, designating trades, and how to get involved.

Personal Info

LAST NAME _____ GIVEN NAME _____

MIDDLE NAME _____

General Research

Resource required: Occupational profile and Alberta Wage survey (www.alis.gov.ab.ca)

Occupation _____

1. What are some of the duties you will be required to perform in this occupation?

2. What are working conditions or environment you will be working in? (Indoors, outdoors, safety considerations etc.)?

3. What skills and characteristic are required in this occupation?

4. What locations would you find potential employment (rural, urban, camp etc.)?

5. What is the Salary range? _____ Will you be able to support yourself and family with the average annual salary? Yes No

6. What are the opportunities for advancement in this occupation?

7. List some related occupations?

8. Name and discuss three drawbacks to this occupation and how they would affect your life and how you would overcome them

a. _____

b. _____

c. _____

Personal Suitability

1. When looking at the occupational profile how well do your academic abilities, personal skills and interest compare to those required in this occupation?

2. What kind of previous experience or related experience in this occupation (including volunteer or related experience)?

3. Why do you feel this would be the right occupation for you?

4. Have you research other occupations? Please List:

Labour Market Demand

1. What factors will impact the demand for this occupation in the next few years?

2. List three postings for this occupation

a. How many were in commuting distance of your current residence? _____

b. Would you be willing to relocate for these opportunities? _____

Employer	Source	Date	Requirements	Position	Wage	Location

Educational Research

In seeking financial support from the MSSTI, cost-effectiveness is an important consideration as well as the Industry recognition of the training you will be receiving.

Resources required: Occupational Profile, <http://www.alis.gov.ab.ca/education>;

1. Review the occupational profile and list educational institutions that offer training for this occupation.

Educational Institution	location	Program	Duration	Cost
1				
2				
3				
4				
5				

Employer Research

Please contact 3 employers for their opinion on your proposed training and the hiring process. Be sure to ask all the questions and record their responses. Your employment Counsellor will call to verify this information.

Employer	1 _____	2 _____	3 _____
Contact person name			
Position			
Who does their hiring			
How many people do they hire in a year			
How many do they plan to hire in the next 90 days			
What training or schools does this employer recommend for this occupation			
Starting wage			

Additional Information
