WORK READINESS Application

Dehcho First Nations ASETS
In partnership with Human Resources Skills Development Canada

Aboriginal Skills & Employment Training Strategy designed to improve the employment opportunities of Aboriginal people and enable them to fully participate in the Canadian economy

ASETS Priorities:

- **Demand driven skills development** – all work readiness training programs must lead to employment

- **Partnership with the private sector and across the whole of government**

- **Accountability for improved results** – all applicants are required to:
  - Fill out entire application and include full dates (year/month/date).
  - Attach a photocopy of your current NWT Health Card.
  - Attach a copy of your Status card or Metis letter.
  - Attach a letter of acceptance for the program you have applied along with placement test results.
  - Include any transcripts from previous institutions you have attended.
  - Attach a current resume and digital photo.
  - All applicants must be available for an in-depth telephone or in-person interview to complete the assessment process.
  - ASETS Funding Applications are assessed for Labour Market Demand and are subject to funding availability. Please include letter from employers indicating skills required for requested training/education.

Application Deadline information:
ABE Fall Term (September to December): **one full month prior to the Start Date**
ABE Winter Term (January to June): **one full month prior to the Start Date**

Please ensure applications are submitted by the deadline dates, supporting documents may be submitted afterwards.

Basic Eligibility Requirements:

1. All First Nations, Inuit or Metis people residing in the Dehcho Region for a minimum of six months.
2. Application must be completed in full, please call DFN ASETS staff to complete your career plan.
3. Members of Dehcho First Nations who reside in another region are expected to apply to ASETS delivery agents in their community of residence as ASETS assistance is based on residency not on membership. To search the internet for an ASETS holder near you, please enter "ASETS Agreement Holders" and click on the province/ territory you reside.
4. Late applications may be considered. However, students are encouraged to respect deadlines.

Policies:

1. Applicants accepted in Adult Basic Education Levels 140 and 150 may apply, otherwise applicants are required to seek assistance from Income Support.
2. If eligible, applicant must seek funding from other sources such as EI.
3. ASETS will not sponsor high school students.
4. ASETS will not sponsor clients if they quit their current average income employment.
5. ASETS does not sponsor clients who have full-time jobs unless they require safety tickets to retain their employment.
6. Applicants who were previously funded and were terminated, did not complete their training/education or did not provide follow-up after the end of their training period are not eligible to apply for two years or until funds repaid.
7. Applicants will not be funded if they owe money to ASETS.
8. Applicant studying in the NWT must apply for a Child Care User subsidy from ECE.
9. Applicant must have alternate childcare in place when child is sick or when there is no primary school.
10. Applicant must ensure support network is in place.

Funded clients are required to:

- Maintain 90% attendance
- Do homework regularly and complete all assignments on time
- Provide transcripts and progress reports each term
- Provide copies of all certificates, graduation photo and success story
- Upon completion of academic year, client must seek employment and call in on bi-weekly basis to report employment status until employed or for a 24 week period
- The ASETS program is results based which means a desired result is required to remain eligible for future assistance
- Desired results are an employed outcome for adults and an employed and/or returned to school outcome for youth

Submitting an application requesting training/education assistance does not mean that you will be selected. Priority will be given to applicants meeting labour market demands who have maintained and/or fulfilled the above requirements.

If you have any questions or need help filling out the application, please call our office.
Failure to submit a complete application package will result in a delay of the application process.

Dehcho First Nations ASETS
WORK READINESS Application
for Training/Educational Assistance

ASETS use only:
Date Received:_____

Client #_____ **Case File #**_____

Local Target_____ **CRF**_____ **EI**_____

Personal Information:

Last Name:	First & Middle Name:
Gender: Male _____ Female _____	Date of Birth: _____/ _____/ _____ Day / Month / Year
Social Insurance Number:	NWT Health Card Number:
Phone Number:	Cell Number:
Email Address:	
Current Mailing Address:	
Drivers License: Class _____, Prov _____ Expiry _____	Marital Status: Single __, Married __, Separated __, Common-Law __ (living together for 12 continuous months)
Aboriginal Group: First Nation __, Metis __, Inuit __	Language Spoken: _____ Language Written: _____

Dependent Children under age of 17 residing with you:

Dependent(s) – only one parent may claim dependent(s) Names (First and Last)	Age	Living with me	Relationship
Do you require Childcare: Yes___ No___ If yes - please apply to the nearest ECE for a Child Care User Subsidy application			

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

Spouse's Name:	Date of Birth:
Is spouse currently working? Yes ___, No ___	Is spouse on EI claim? Yes ___, No ___
Is spouse attending school? Yes ___, No ___ I spouse receiving SFA, UCEP? Yes___, No___	If yes, list name of program, institution, start & end date

Employment Barriers include: lack of labour force attachment, lack of work experience, lack of valid drivers license, lack of transportation, remoteness, languages, education, economic resources, dependent care, lack of marketable skills, physical or mental barrier, other barrier not listed

Please describe your barrier.

Previous Education:

Name of Program:	Name of School:	Start Date:	End Date:	Grade Completed

Previous Support:

Have you received AHRDA/ASETS funding before? Yes____ No____	Name of Program
Year Funded	Institute
Location	Province/Territory
Completion Information: Completed program_____ Did not complete program_____ Withdrew_____	
Reason for not completing program	

Employment History:

Current Employer:	Industry:	
Position Title:	From:	To:
Job Duties:		
Rate of Pay:	Reason for Leaving:	
Currently Receiving EI Benefits:	Received EI in past 3 or 5 years:	
Currently Receiving Income Support Benefits:		
Past Employer:	Industry:	
Position Title:	From:	To:
Job Duties:		
Rate of Pay:	Reason for Leaving:	

Safety Tickets, Trades Licenses or Certificates:

Name of Ticket/License/Certificate	Valid From:	Valid To:

Proposed Studies:

ABE English & Math Level 140 & 150:	
Institute Name:	Institute Location:
Will you be a full-time student?	Accepted_____ Confirmation Pending_____
Fall Term Start & End Date	Winter Term Start & End Date
Spring Term Start & End Date	

Banking Information (all assistance will be deposited directly into a CIBC account):

Transit Number:	Account Number:

If you do not have a CIBC account, please complete the following:

Mailing Address while in school: PO Box or Street Address Territory/Province Postal Code	

Please update ASETS staff of any changes to mailing address while in school.

Other Information:
Please provide other information you feel may be important in reaching a decision. (Use a separate sheet if you need more space.)

CONSENT CLAUSE, DECLARATION AND RELEASE OF INFORMATION
(To be completed by student)

1. I consent to and authorize the release of any personal information by my employer, banks or other financial institutions, mercantile organizations, aboriginal organizations, educational institutions and by federal, provincial, territorial and municipal government departments and agencies, including the Canada Customs and Revenue Agency to Dehcho First Nations ASETS. My personal information will be used to determine my initial and continued eligibility for funding and for the effective and efficient general administration and enforcement of the Dehcho First Nations ASETS Program.

2. In addition, I consent to and authorize the release of any personal information by Dehcho First Nations ASETS to any federal, provincial, territorial and municipal government departments and agencies for the purpose of the effective planning, development, delivery and monitoring of the Dehcho First Nations ASETS Program.

3. I understand that "personal information" means and includes:
   - my name, home or business addresses or home and business telephone numbers,
   - my national or ethnic origin;
   - my age, sex, marital status or family status, and date of birth,
   - my financial status and history;
   - any identifying numbers, symbol or other particular assigned to me such as my social insurance number, health care card number, or status card number;
   - information about my income tax returns and other taxpayer information as supplied to or from Canada Customs and Revenue Agency only; and
   - information about my educational or employment status and history.

4. Further I consent to and authorize the release of the personal information noted in clause (5) below, Dehcho First Nations ASETS to banks or other financial institutions, mercantile organizations, aboriginal organizations and education institutions. My personal information will be used to determine my initial and continued eligibility for funding and for the effective and efficient general administration and enforcement of the Dehcho First Nations ASETS Program.

5. I understand that the personal information that may be released to banks or other financial institutions, mercantile organizations, aboriginal organizations, and educational institutions are:
   - my name, home or business addresses or home and business telephone numbers;
   - my national or ethnic origin;
   - my age, sex, marital status or family status, date of birth; and
   - my financial status and history.

I agree to provide such additional consent to the release of my personal information as may be required from time to time by the Dehcho First Nations ASETS Program.

DECLARATION

I declare that the information submitted in this form and appendices are correct to the best of my knowledge.
I agree to:

- use any assistance received from the Dehcho First Nations ASETS Program funds towards the cost of my education and return any refunds of tuition or other fees and any Dehcho First Nations ASETS Program funds that I am not entitled to;
- immediately notify the Dehcho First Nations ASETS Program staff in writing if I change my status as a full-time student in an approved program, my study period, my marital status, the status of my dependents or financial status, any changes to my address(es), phone numbers and bank accounts;
- provide information or documents requested by the Dehcho First Nations ASETS Program staff to verify any statement made in this application; and
- to follow the terms and conditions of any funding documents that I may receive.

I understand that:

- I may have to repay my financial assistance now or in the future to the Dehcho First Nations ASETS Program if there are changes to my financial , marital, dependents or my status as a full-time student in an approved program;
- I may be denied financial assistance now and in the future, if:
    - I make false or misleading statement in this application;
    - I do not comply with a request from the Dehcho First Nations ASETS Program to provide information or documents so that information in this application may be verified;
    - my eligibility for Dehcho First Nations ASETS Program may be effected by income that I, or my spouse, receive from other sources; and
    - I have an outstanding debt to the Dehcho First Nations ASETS Program or its affiliates or to other funding agencies.

_____	_____
Signature of Student	Signature of Witness
_____	_____
Print name of student	Print name of witness
_____	_____
Date:	Date

Right to Appeal:

- **Clients applying for ASETS financial assistance have the right to appeal a decision of non-approval.**
- **Please discuss any questions or concerns with ASETS staff.**
- **Please be advised that DFN ASETS has the final word on the application approval process.**

APPENDIX "D" – ASETS Staff

Dehcho First Nations – Box 89, Fort Simpson NT X0E 0N0
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