



**AETS**  
Anishinabek Employment  
and Training Services

**HEAD OFFICE:**

Biigtigong Nishnaabeg  
73 Pic River Road  
P.O. Box 193  
Pic River, ON  
P0T 1R0

**BRANCH OFFICE:**  
(Mailing Address)

285 Red River Road  
Lower Level  
Thunder Bay, ON  
P7B 1A9

Tel: (807) 346-0307  
Fax: (807) 346-0310

Email: aets@aets.org

## Mino Bimaadiziwin Application Checklist – (PSW)

Application Deadline: January 20, 2020 File # \_\_\_\_\_

Your complete application **must** include the:

- Client Registration Form
- Request for Disclosure of EI Eligibility
- Consent to the Release Information
- Photograph Release Consent
- Mino Bimaadiziwin Application

**and**, these items

- Career Research Tool
- Career Essay
- Cover letter and Resume
- High-school diploma or GED, PLAR, ACE or other (photocopy)  
and a high school transcript verifying Grade 12 C/U English
- Status card (photocopy)

For the PSW training program, these items may be requested:

- First Aid/CPR certificates (photocopy)
- Immunization record (photocopy)
- Blood-work/serology

| Citizens (on and off-reserve) of these communities may contact:   |  |
|---|--|
| Christine Lewis, Project Officer<br><input type="checkbox"/> Biigtigong Nishnaabeg,<br><input type="checkbox"/> Michipicoten First Nation,<br><input type="checkbox"/> Pays Plat First Nation,<br><input type="checkbox"/> Pic Moberg First Nation. | Bonnie Cordone, Project Officer<br><input type="checkbox"/> Animbiigoo Zaagi'igan Anishinaabek,<br><input type="checkbox"/> Biinjitiwaabik Zaaging Anishinaabek,<br><input type="checkbox"/> Bingwi Neyaashi Anishinaabek,<br><input type="checkbox"/> KiashkiZaaging Anishinaabek,<br><input type="checkbox"/> Red Rock Indian Band |





**PROTECTED WHEN COMPLETED**

**285 Red River Road  
Thunder Bay, ON  
P7B 1A9**

**CLIENT INFORMATION**

|   |                 |  |                       |
|---|-----------------|--|-----------------------|
| <b>Social Insurance Number</b>  |                 | <b>Date of Birth</b> DD / MM / YY  |                       |
| <b>Last Name</b>  |                 | <b>Middle Initial</b>  | <b>First Name</b>     |
| <b>Mailing Address</b>  |                 | <b>Postal Code</b>   |                       |
| <b>City/Town</b>  | <b>Province</b> | <b>Home Phone</b>  |                       |
| <b>Email</b>  |                 | <b>Cell Phone</b>  |                       |
| <b>Indigenous Group</b> <input type="checkbox"/> Registered Indian <input type="checkbox"/> Metis <input type="checkbox"/> Non-status Indian <input type="checkbox"/> Inuit   |                 |  |                       |
| <b>Gender</b> <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unspecified  |                 |  |                       |
| <b>Marital Status</b> <input type="checkbox"/> Married or equivalent <input type="checkbox"/> Separated<br><input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed   |                 | <b>Number of dependent children</b><br><i>(living with you)</i>  |                       |
| <b>Name of Band</b>   |                 | <b>Is child care needed?</b> <input type="checkbox"/> yes <input type="checkbox"/> No  |                       |
| <b>Living on Reserve</b><br><input type="checkbox"/> Yes <input type="checkbox"/> No  |                 | <b>Do you consider your self to be a person with a disability</b><br><input type="checkbox"/> Yes <input type="checkbox"/> No  |                       |
| <b>Languages Spoken</b> <input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Ojibway <input type="checkbox"/> Other:   |                 |  |                       |
| <b>Employed Status at intake</b> <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Unemployed <input type="checkbox"/> Student   |                 |  | <b>NOC CODE</b>       |
| <b>Education Level at intake</b><br><input type="checkbox"/> No formal education <input type="checkbox"/> Some Post-Secondary<br><input type="checkbox"/> Up to Grade 7-8 <input type="checkbox"/> Secondary School Diploma/GED<br><input type="checkbox"/> Grade 9-10 <input type="checkbox"/> Apprenticeship/Trades certificate or diploma<br><input type="checkbox"/> Grade 11 or 12 incomplete <input type="checkbox"/> College, CEGEP, or other non-university certificate or diploma<br><input type="checkbox"/> University - Bachelor Degree <input type="checkbox"/> University - Masters <input type="checkbox"/> University - Doctorate |                 |  |                       |
| <b>Trades (Including Heavy Equipment)</b><br>1  |                 | <b>Level/Red Seal</b>  | <b>Specialization</b> |
| 2   |                 | <b>Years Experience</b>  |                       |
| <b>CERTIFICATES (First Aid/WHMIS/Fall Arrest/Chainsaw/Customer Service/Food Safety)</b>   |                 |  |                       |
| <b>Certification</b><br>1   | <b>level</b>    | <b>Registrar</b>   | <b>Expiry date</b>    |
| 2   |                 |  |                       |
| <b>Are you ready, willing and available for work/training?</b>  |                 | <input type="checkbox"/> Yes <input type="checkbox"/> No   |                       |
| <b>If yes, what type of employment?</b>   |                 | <input type="checkbox"/> Full Time <input type="checkbox"/> Part time <input type="checkbox"/> Seasonal <input type="checkbox"/> Self-employed <input type="checkbox"/> Contract |                       |
| <b>Are you willing to relocate?</b>   |                 | <input type="checkbox"/> Yes <input type="checkbox"/> No   |                       |
| <b>Working shiftwork?</b>   |                 | <input type="checkbox"/> Yes <input type="checkbox"/> No   |                       |
| <b>Hourly wage expectation?</b>   |                 | <input type="checkbox"/> Min-Wage <input type="checkbox"/> min wage - \$20 <input type="checkbox"/> Over 20\$  |                       |
| <b>Clean criminal record</b>  |                 | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure   |                       |
| <b>Valid passport?</b>  |                 | <input type="checkbox"/> Yes, Expiry Date _____ <input type="checkbox"/> No  |                       |

|   |  |  |  |
|---|--|--|--|
| <b>Volunteer work</b>   |  |  |  |
|   |  |  |  |
| <b>Computer/Technology Skills:</b>  |  |  |  |
| <input type="checkbox"/> Microsoft Word   | <input type="checkbox"/> Microsoft Excel             | <input type="checkbox"/> Powerpoint                          | <input type="checkbox"/> Email/Internet Search |
| <input type="checkbox"/> Office Phone Systems   | <input type="checkbox"/> GIS                         | <input type="checkbox"/> Other: _____                        |  |
| <b>Physical Capabilities:</b>   |  |  |  |
| <input type="checkbox"/> Sitting  | <input type="checkbox"/> Standing                    | <input type="checkbox"/> Lift Over 50 lbs                    | <input type="checkbox"/> Walking               |
|   |  |  | <input type="checkbox"/> Outdoor Work          |
| <b>Licences (Class)</b>   | <b>Number</b>  | <b>Province</b>  | <b>Expiry date</b>                             |
| 1   |  |  |  |
| 2   |  |  |  |
| <b>TRADITIONAL/CULTURAL SKILLS</b> (Trapping, Hunting, Fishing, Beading, Painting, Carving, Woodworking)          |  |  |  |
|   |  |  |  |
| <b>EMPLOYMENT HISTORY</b> starting from most recent work experience, please list employment history:              |  |  |  |
| <b>Employer</b>   | <b>Job Title</b>                                     | <b>Dates</b>   | <b>Reason for leaving</b>                      |
| 1   |  |  |  |
| 2   |  |  |  |
| 3   |  |  |  |
| <b>SOURCE OF INCOME</b> <i>at intake</i>  |  |  |  |
| <b>Employment</b>   | <input type="checkbox"/> Yes                         | <input type="checkbox"/> No                                  |  |
| <b>Ontario Works Recipient</b>  | <input type="checkbox"/> Yes                         | <input type="checkbox"/> No                                  |  |
| <b>Employment Insurance (EI) Benefits</b>   | <input type="checkbox"/> Yes                         | <input type="checkbox"/> No                                  |  |
| <input type="checkbox"/> Reach-Back Client (on EI in the last 3 years or on Special Benefits in the last 5 years) |  |  |  |
| <input type="checkbox"/> None   | <input type="checkbox"/> Other _____                 |  |  |
| <b>Barriers to Employment - Check all that apply</b>  |  |  |  |
| <input type="checkbox"/> None   | <input type="checkbox"/> Education                   | <input type="checkbox"/> Other _____                         |  |
| <input type="checkbox"/> Remoteness   | <input type="checkbox"/> Lack of Work Experience     | <input type="checkbox"/> Physical Emotional or Mental Health |  |
| <input type="checkbox"/> Language   | <input type="checkbox"/> Lack of Work Transportation | <input type="checkbox"/> Lack of Labour Force Attachment     |  |
| <input type="checkbox"/> Economic   | <input type="checkbox"/> Lack of Marketable Skills   | <input type="checkbox"/> Dependant Care                      |  |
| <b>Action Plan Start Date</b> <i>today's date</i>   | DD / MM / YY   |  |  |
| Under the Privacy Act the personal information collected on this form may be accessed by the participant.         |  |  |  |
| The information is kept on file at the AETS office.   |  |  |  |
| <b>Signature of Participant:</b>  |  |  | <b>Date</b>                                    |



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S.I.N: \_\_\_\_\_

**REQUEST FOR DISCLOSURE OF EI PROGRAM ELIGIBILITY**

I, \_\_\_\_\_ do hereby consent to the disclosure of  
 (Name of individual)

and/or use of personal information dealing with current & dormant Employment Insurance

Claims only for the purpose of establishing eligibility for EI Supports and Measures.

For which purpose my personal information has been requested by and may be disclosed to:

**Anishnabek Employment & Training Services, 285 Red River Road, Thunder Bay, Ontario P7B 1A9**

(Identity & Address of the Body or Person Authorized to Receive and/or use this information)

**THIS SECTION COMPLETED BY HRDC ONLY:**

- a) Current BPC c/w \_\_\_\_\_ Start Date: \_\_\_\_\_  
 Anticipated Expiry Date: \_\_\_\_\_ Benefit Rate: \$ \_\_\_\_\_/Week  
 Date of First Week Benefits are Payable \_\_\_\_\_  
 Or
- b) Dormant BPC c/w \_\_\_\_\_ Date of Last Week Benefits Paid \_\_\_\_\_  
 (Reachback Client's who have Qualified for EI in Past 3 Years)  
 or
- c) Dormant Maternity/Paternal /Sick PBC c/w \_\_\_\_\_ Start Date: \_\_\_\_\_  
 (Reachback for Special Benefits Recipients Commencing Within the Past 5 Years)

Comments, if any: \_\_\_\_\_

\_\_\_\_\_  
 SIGNATURE of Individual Giving Consent

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 Telephone Number

Verified by: \_\_\_\_\_ Date: \_\_\_\_\_





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**CONSENT TO THE RELEASE OF INFORMATION**

I, \_\_\_\_\_ consent to the release of information Between any representative of the Anishinabek Employment and Training Services Local Delivery Mechanism and representatives of the following agencies, with respect to my educational, training Or employment-related activities:

1. Human Resources Development Canada
2. Union of Ontario Indians
3. Training Institution: \_\_\_\_\_
4. Social Services: \_\_\_\_\_
5. Other: \_\_\_\_\_
6. Other: \_\_\_\_\_

As sponsoring agent, we require any information in regards to course duration, attendance, academic performance, or any other information required by the Anishinabek Employment and Training Services. Any exchange of information will be held confidential between all parties noted above.

Dated, this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
WITNESS





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## Photograph Release Form

I the undersigned hereby grant to Anishinabek Employment and Training Services, the right to photograph me and to record my voice, performances, actions and appearances and to use my picture, photograph, silhouette and other reproductions of my physical likeness for use in annual and monthly reports, AETS web site and/or AETS advertising/promotion of program and services.

I agree that I will not assert or maintain against Anishinabek Employment and Training Services, any claim, action, suit or demand of any kind whatsoever, including but not limited to those grounded upon invasion of privacy, rights of publicity or other civil rights, or for any reason in connections with your authorized use of my physical likeness and sound.

I hereby certify that I am 18 years of age or over and have read the forgoing and fully understand the meaning and effect therefore.

PRINT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_\_

WITNESSED BY: (PRINT) \_\_\_\_\_ SIGNATURE: \_\_\_\_\_





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## Mino Bimaadiziwin Application Form (PSW)

Are you interested in a career as a Personal Support Worker? Please complete the following as part of your application package for review.

**The Information collected in this form will be kept confidential**

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Street: \_\_\_\_\_  
 (if different from residence) Town: \_\_\_\_\_  
 Postal Code: \_\_\_\_\_

Do you meet the following requirements to enter this program? YES  NO   
 If not, what upgrading would you require? \_\_\_\_\_

Are you willing to participate in a Skills Assessment Process? YES  NO   
 (Reading, Numeracy, Document Use)

Are you interested in participating in a Life Skills Training Program? YES  NO

What kind of community supports to you have? \_\_\_\_\_

As part of this program, would you participate in Indigenous cultural practices? YES  NO   
 (E.g. Elder Support, Teachings, Smudge)

Does your community have any scheduled events that you attend? (Sports, Powwows)  
 \_\_\_\_\_

Are you committed to be ready, willing and able to participate in the program daily? YES  NO   
 If No, please explain: \_\_\_\_\_

Do you have computer/technology skills? YES  NO   
 If yes, please explain \_\_\_\_\_

- |  |  |
|--|--|
| Are you able to handle heavy lifting, standing and carrying on the job?      | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| Do you enjoy interacting with elders or people with disability or illness?   | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| Do you enjoy assisting people with daily living tasks such as personal care? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| Are you comfortable handing money, receipts or measurements?                 | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| Are you able to follow written and/or verbal directions?                     | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| Are you interested in a medical team environment?                            | YES <input type="checkbox"/> NO <input type="checkbox"/> |







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## CAREER RESEARCH TOOL

|              |       |
|--------------|-------|
| Participant: | Date: |
|--------------|-------|

What is your career goal, and please describe the current job(s) outlook in this career.  
(refer to [www.jobbank.gc.ca](http://www.jobbank.gc.ca))

|  |
|--|
| My career goal is to be a: _____<br>The employment outlook in this career area can be described as:<br>_____ |
|--|

From researching your career goal (from job ads, or websites), please identify the:

| Wage/Salary range(s)                               | Usual Benefit(s)                                  | Hours per week (estimate)                          |
|--|---|--|
|  |   |  |
| Work Conditions:                                   | Uniform/Gear tools needed:                        |  |
|  |   |  |
| What I'd like the least about this type of job is: | What I'd like the most about this type of job is: | The types of jobs open to experienced Workers are: |
|  |   |  |

Contact two (2) Employers (who hire program graduates) or Workers (who have the career you've chosen) to find out more about the job market with these suggested questions:

| Employer/Worker 1:   | Employer/Worker 2:       |
|--|--------------------------|
| Name: _____  | Name: _____              |
| Telephone#: (    ) _____   | Telephone#: (    ) _____ |
| 1. Does this Employer hire workers with the skills that I will obtain in training? |                          |
| Yes / No   | Yes / No                 |
| 2. What qualifications are Employers looking for in these jobs?                    |                          |
| _____  | _____                    |
| _____  | _____                    |
| 3. What is the Employer's opinion of the training you are taking?                  |                          |
| _____  | _____                    |
| _____  | _____                    |
| 4. How/How often does the Employer advertise jobs in the field I want to train in? |                          |
| _____  | _____                    |
| _____  | _____                    |







## Online Resources

Ontario Job Futures <https://www.theworkingcentre.org/link/8115>

This Province of Ontario website provides information on current trends and future outlooks for... <https://www.ontario.ca/page/labour-market>

Oct 2016 Update - Local Labour Market Plan (2014-2017) Follow this link to the Local Labour Market Plan for the Waterloo-Wellington-Dufferin area, with... [http://workforceplanningboard.com/Files/English/2016 Local Labour Market Plan Update Full.pdf](http://workforceplanningboard.com/Files/English/2016%20Local%20Labour%20Market%20Plan%20Update%20Full.pdf)

"Where are all the jobs?" chart at McLeans.ca A useful chart forecasting labour shortages in specific sectors in Canada over the next decade. <https://www.macleans.ca/wp-content/uploads/2013/03/Whereareallthejobs.jpg>

Planning to Work in Canada? An Essential Workbook for Newcomers This workbook has been created by Citizenship and Immigration Canada for Internationally Trained... <https://www.canada.ca/content/dam/ircc/migration/ircc/english/pdf/pub/workbook-national.pdf>

Labour Market Reports: Workforce Planning Board - Waterloo Wellington The Workforce Planning Board - Waterloo Wellington provides monthly labour market reports as well... <http://workforceplanningboard.com/currentreports.html>

Local Workforce Focus - Promising Occupations <http://workforceplanningboard.com/Files/English/Promising%20Occupations%20WPB%20WFF%20May%2009.pdf>

Industry Canada - Economic and Market Research/Statistics This Statistics Canada site provides an overview and definition of the various labour market... [http://www.ic.gc.ca/eic/site/ic1.nsf/eng/h\\_00072.html?OpenDocument&](http://www.ic.gc.ca/eic/site/ic1.nsf/eng/h_00072.html?OpenDocument&)

Service Canada - Specialty Job Sites Links to jobs in specific sectors [http://www.jobsetc.gc.ca/categories.jsp?category\\_id=2600&crumb=34](http://www.jobsetc.gc.ca/categories.jsp?category_id=2600&crumb=34)

National Occupation Classification (NOC) The National Occupational Classification (NOC) is the nationally accepted reference on occupations... <http://noc.esdc.gc.ca/>

