NEST
Nisga'a Employment, Skills & Training

/ Build your career

2000 LISIMS DRIVE / NEW AIYANSH BC
CANADA V0J 1A0 / TEL 250 633 2210

NISGAANATION.CA

Application Checklist

NEST encourages applicants to apply at least 10 days prior to the start date of training or employment.

Course Purchase – Short-Term Training (Up to 2 Weeks)

- ✓ NEST Application – Participant Information Form, Consent, and Budget Agreement
- ✓ Labour Market Research Package or Support Letter from a potential employer
- ✓ Résumé
- ✓ Cover Letter outlining short- and long-term career goals and how training supports these goals
- ✓ Acceptance letter from the training institution outlining start and end dates and costs

Course Purchase – Long-Term Training (Over 2 Weeks)

- ✓ NEST Application – Participant Information Form, Consent, and Budget Agreement
- ✓ Labour Market Research Package or Support Letter from a potential employer
- ✓ Résumé
- ✓ Cover Letter outlining short- and long-term career goals and how training supports these goals
- ✓ Acceptance letter from the training institution outlining start and end dates and costs
- ✓ Co-sponsorship confirmation or denial letter
- ✓ TOWES Assessment (may be requested prior to approval)

Targeted Wage Subsidy

- ✓ NEST Application – Participant Information Form, Consent, and Budget Agreement
- ✓ Résumé
- ✓ Cover Letter: outlining career goals and how the job placement supports these goals
- ✓ Employer confirmation letter including wage contribution details
    - Company profile
    - Client job description
    - On-the-job training plan
    - Employer documentation (WCB number and Revenue Canada number)

Work Gear / Personal Protective Equipment (PPE)

- ✓ NEST Application – Participant Information Form, Consent, and Budget Agreement
- ✓ Résumé
- ✓ Cover Letter outlining request for PPE
- ✓ Letter from employer or training institution outlining required PPE and start/end dates
- ✓ Three (3) price quotes for required PPE

Nisga'a Lisims Government Employment Skills & Training

Participant Information Form

Form #2020-001

File #:	Employment Advisor:

First Name/Given Name:	Middle Initial:	Last Name/ Surname:

Mailing Address:	Town/City:	Province:	Postal Code:

Home Phone Number:	Cell Phone Number:	Date of Birth: mm/dd/yyyy

E-Mail Address:	Social Insurance Number (SIN) :

Emergency Contact:	Relationship:

Home Phone Number:	Cell Phone Number:

Gender :
Male ☐
Female ☐

Marital Status:
Single ☐
Married ☐

Drivers License:
Yes ☐
No ☐
Class:

Currently Employed:
Yes ☐
No ☐

Income:
E.I ☐
S.A ☐
No income ☐

Language:
English ☐
Other ☐

Dependents:
Yes ☐ No ☐

Do you require assistance with childcare?
Yes ☐ No ☐

Barriers To Employment, Choose all that apply:

Lack of Labour Force Attachment ☐
Lack of transportation ☐
Language ☐
Lack of Marketable Skills (Training) ☐
Social Issues ☐
Lack of Work Experience ☐
Remoteness ☐
Education ☐
Physical/Emotional/Mental Health ☐
Drugs/Alcohol ☐

Nisga'a Community You Are Registered With:

Gitlaxt'aamiks ☐ Gitwinksihlkw ☐ Laxgalts'ap ☐ Gingolx ☐

Tribe + Wilp (Optional):

Citizenship Number:

Education:

No Formal Education ☐ Grade 7-8 ☐ Grade 9-10 ☐ Grade 11-12 ☐ GED (Diploma Year) _____

School Leaving Certificate ☐ Some Post Secondary ☐ Apprenticeship/Trades ☐ Dogwood Year _____

Any funding under this agreement upon an appropriation of funds by NEST from the appropriate funding sources. Payment of financial assistance may be cancelled or reduced in the event that sponsoring funds are reduced to NEST

Nisga'a Lisims Government Employment Skills & Training Participant Information Form Form #2017-001

File #:	Employment Advisor:
Funded Service: Course Purchase ☐ Work Supplies ☐ Mobility ☐ Wage Subsidy ☐ Trades ☐ Supplementary ☐	
Program/Course:	Training Institution:
Certificate/Diploma/Degree Obtained:	
Start Date:	End Date:

BUDGET – OFFICE USE ONLY			OFFICE USE ONLY		
Course Costs	Request	Approved	E.I ACTIVE	REACHBACK (RB)	CRF
			Date Received:		
			EI Authorization Required:		
			EI Benefit Period:		
			Verified By:		
			Date:		
TOTAL COSTS:					

Referral ☐	Cost Share ☐	Approved ☐	Not Approved ☐	Withdrawn ☐	Conditional Approval ☐

CLIENT DECLATATION: I am aware legal action may be taken against me for making false statements or failing to inform NEST of changes to the information affecting my entitlement to allowances and/or Employment Insurance benefits. I am aware that I may be disqualified from receiving benefits should I voluntarily exit the course or not attend on a regular basis. If and when the option to appeal is being exercised, the written appeal is to be forwarded to NEST's executive Director (Attention: Appeal Committee). Decisions made by the Appeal Committee are final and binding. I hereby declare that I acknowledge the terms and conditions set out in this contract and agree that in the event that I choose not to adhere to one or more of the follow, I may be exempted from future funding :

1. I am responsible to reimburse NEST for training costs/allowances, on a per diem basis, should I voluntarily or involuntarily exit the course or not attend on a regular basis.

2. I will provide receipts to NEST for pre-approved program related purchases.

3. I am responsible for any costs incurred in excess of the agreed upon amount.

4. I am responsible to provide NEST with a written evaluation of the program upon completion.

5. I will save NEST harmless from and against all claims, losses, damages, costs and expenses related to any injury or death of a person, or loss or damage to property caused or alleged to be caused by this initiative and that all necessary liability and life insurance shall be maintained by me for the duration of this activity.

6. I am responsible to provide interim/final reports as requested by NEST.

7. I authorize NEST to access my records if I fail to provide the interim/final reports as required.

8. I agree that information related to this initiative may be shared amongst participating provincial ministries, Federal Departments, NEST and public/private training institutions.

9. I agree to allow NEST to use my likeness or image in the development and distribution of any NEST promotional materials.

10. I will report to NEST as soon as possible if there are changes to this information.

Client Signature: I certify that the information is true, correct and complete in every respect & I understand it may be subject to verification by NEST or its representatives.	**Employment Advisor Signature:**
Authorized Signature: Action Plan is authorized. Terms & Conditions & other requirements where applicable have been met.	**DATE:**

Any funding under this agreement is solely dependent upon an appropriation of funds by NEST from the appropriate funding sources. Payment of financial assistance may be ecancelled or reduced in the event that Canada reduces its contribution to NEST.

Client Consent Form

I, _____ (SIN: _____) understand that the personal information collected and held by 5428000 ASETS – NEST will solely be used to help me access employment services and benefits designed to help me prepare for, get, and keep employment.

I hereby grant permission for any and all personal information held by 5428000 ASETS – NEST to be disclosed, when required, on an as needed basis, to representatives of:

- Human Resources Development Canada and its successor departments and agencies.
- The provincial Department of Human Resources and Employment and its successor departments and agencies, and
- Organizations under contract to either of these departments to provide employment related benefits and services. Nisga'a Village Government education departments.

Client Signature: _____ Date: _____

Witness Signature: _____ Date: _____