

Application considered **Incomplete** until Step 2 (Career Investigation Report) is submitted. Only complete applications will be contacted.

Section 1 – Program Selection

Is this the first time you have applied to a program at WBF? ☐ No ☐ Yes - (last date applied: YYYY/MM/DD _____)

Personal information collected during the application process is used only for the purposes of determining acceptance into our programs. Information is stored securely and is not shared with any other parties without express written consent. See Section 3 for our privacy agreement.

Section 2 – Applicant Information

Last Name:	First Name:	Date of Birth (DD/MM/YYYY):
Home Phone:	Cell Phone:	Email:
What is your preferred method of contact? <input type="checkbox"/> Home Phone <input type="checkbox"/> Cell Phone <input type="checkbox"/> Email		
Address: (Apt, Street & Number):		
City:	Province:	Postal Code:
What is your citizenship status in Canada? <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Other		

Program Requirements

Minimum Requirements - please check

Canadian High School Transcripts OR Apprenticeship Entrance Category B Exam Results	<input type="checkbox"/> English 20-2 <input type="checkbox"/> Math 20-3 <input type="checkbox"/> Science 10 OR <input type="checkbox"/> Apprenticeship Entrance Category B Exam <i>Proof of education will be required prior to interview.</i>
Resume	<input type="checkbox"/> Attached <input type="checkbox"/> To follow
Career Investigation (Step 2)	<input type="checkbox"/> Attached <input type="checkbox"/> To follow <i>All acceptable candidates will be required to demonstrate knowledge of the Trade at the time of the interview. Applicants must submit a Career Investigation Report.</i>

If you wish to declare you are of **Indigenous descent**, please check which applies to you:

Band or Settlement Affiliation		Band or Settlement Affiliation	
<input type="checkbox"/> First Nation (Treaty)	_____	<input type="checkbox"/> Metis – Registered	_____
<input type="checkbox"/> First Nation (Non-Treaty)	_____	<input type="checkbox"/> Metis – Self Declared	_____
<input type="checkbox"/> Inuit	_____	<input type="checkbox"/> Not Applicable	_____

Thank you for your interest in a Women Building Futures Programs.
You can visit our website at www.womenbuildingfutures.com or contact Women Building Futures at:

Address: 10326 – 107 Street, Edmonton, AB T5J 1K2

Phone: 780-452-1200 OR Toll free: 1-866-452-1201

Fax: 780-452-1279 OR Email your application to: application@womenbuildingfutures.com

Applications are accepted in person, fax or via email (preferred) in PDF or WORD format only.

When emailing the application include the program of choice in the subject line.

Course Acceptance: WBF reserves the right to determine final applicant acceptance at any point in the application process.

Section 3 – Protection of Privacy and Declaration

Protection of Privacy:

The personal information on this form is collected under the authority of Section 33 of Alberta's Freedom of Information and Protection of Privacy Act for purposes such as admission and registration, administration of records and student services. Students' personal information may be disclosed to academic and administrative units according to Women Building Futures policy, Federal and Provincial reporting requirements and Student Funding Associations. For details on the use and disclosure of this information contact: Women Building Futures, 10326 – 107 Street, Edmonton, AB T5J 1K2

Declaration:

- I hereby certify that all statements made in connection with this application are true and complete.

Signature:	Date:
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Thank you for your interest in our Women Building Futures.

You must submit your Career Investigation by the posted Program Application Deadline.

Address: 10326 – 107 Street, Edmonton, AB T5J 1K2

Phone: 780-452-1200 Toll free: 1-866-452-1201 Fax: 780-452-1279

Email: application@womenbuildingfutures.com

Personal information collected during the application process is used only for the purposes of determining acceptance into our programs. Information is stored securely and is not shared with any other parties without express written consent. See last page of application for our privacy agreement.

Please answer every question to the best of your ability and fill out ALL fields to ensure your application is complete and thorough.

SECTION 1 – APPLICANT INFORMATION

Last Name	First Name	Date of Birth (MM/DD/YYYY)
Home Phone	Cell Phone	Email
What is your preferred method of contact? Email <input type="checkbox"/> Home phone <input type="checkbox"/> Cell Phone: <input type="checkbox"/>		
Please indicate the <u>program you are applying for:</u> (S Employer Sponsored Programs – G Grant Funded) <u>Program Start Date:</u> _____		
<input type="checkbox"/> Journeywoman Start (G) <input type="checkbox"/> Electrical & Solar Energy Basics (G) <input type="checkbox"/> Construction Boot Camp (G)	Carpenter/Scaffolder Readiness (S) Class 3 Driver (S) P2A - HET	<input type="checkbox"/> Class 1 Driver (S) <input type="checkbox"/> Operator Readiness (G & S) <input type="checkbox"/> Suncor HEO Millennium Mine (S) <input type="checkbox"/> Suncor HEO Fort Hills (S)

CAREER INVESTIGATION

To fulfill the vision of Women Building Futures of empowering women to succeed in non-traditional careers, we require you to do some research about your chosen career path to ensure you have a good understanding of what a career in the trades involves. This information will assist us in assessing your readiness to enter into training.

Here are some suggestions to help you with completing this section:

- On the WBF website individual program pages, www.womenbuildingfutures.com, a **Resource and Referral Guide** is available that outlines websites and other resources to help you complete the Career Investigation.
- Visit your local [Labour Market Information Centre](#) for information and assistance on how to research your trade/occupation of interest or visit www.alis.alberta.ca or www.tradesecrets.org for information on skills, abilities, employment trends, salary information, and occupational descriptions.
- Focus on gathering information on skills, abilities, employment trends, salary information, and occupational descriptions.
- Scan the Classified Ads and Careers sections in the newspaper to see what kind of construction jobs are in demand and to find out what the requirements and pay levels are.
- Look through the Yellow Pages to discover what companies might employ people in the trade or occupation you are considering and contact them as part of your research. Be sure to check out the WBF website as well.

Trade/Occupation Interviews

As part of the Career Investigation Process, you are required to conduct interviews with individuals who have experience in your trade or occupation of interest.

- For **Grant Funding**, you will need **3 interviews**. For example 3 Journeymen Carpenters (1 may be an apprentice)
- For **Employer Sponsored** programs you will need **2 interviews** (although the more you do the more knowledge you gain)
- **Research your trade/occupation of interest before you start your interviews.** Personalize your questions to ensure you get the information you need for your decision-making. Be conscious about when you are calling them, and make sure that they have time to talk to you. ***This process can take some time so do not get discouraged.***
- Check the WBF website for any **New Application Support Sessions**, where we have our staff and resources available to you to support you in completing the career investigation application.
- Use this as an opportunity to learn as much as you can. Use the points in each section below to guide your discussion and use the sample interview questions in the Resource and Referral Guide available on each program page on the WBF website.

SECTION 2 – MY TRADE/OCCUPATION OF INTEREST – WHAT THE RESEARCH SAYS

1. What is the process (training) to begin and complete training in your trade or occupation?

2. Are there any prerequisites (courses, certificates, etc.) required to get into your trade/occupation? Please indicate if you have them.

- a) List the prerequisites you don't have and your plan to get them.

3. Describe the type of work that is performed in your trade/occupation.

4. What skill set is needed to do this work?

5. What salary can you expect when you start, during and after completing your apprenticeship or being established in your career?

6. For all sponsored programs (S), please demonstrate your understanding of the sponsoring Company and/or Union if there is one and your understanding of the opportunity.

SECTION 3 – FROM THOSE IN THE KNOW

Now that you have done some research, next is to interview 2 or 3 with individuals with experience in your trade or occupation of interest

Career Investigation – Interview One (G & S)

Contact Name: _____ Occupation: _____ Years _____

Company Name, Address and Phone:

Hours of Work (shifts, weekends, overtime, availability):

Places of Work (environment, sectors, location accessibility, paperwork/academics, workplace expectations)

Physical Expectations (strength, daily tasks, fitness level, challenges)

Occupational Health & Safety Considerations (health risks, workplace risks, long term effects, work/life balance)

What duties can you expect to do as a first or second year apprentice?

What kind of skills and qualities do you think someone needs to be a successful as in your trade/occupation?

Other notes from the conversation:



Women Building Futures
Work Proud

General Career Investigation

Career Investigation – Interview Two (G & S)

Contact Name: _____ Occupation: _____ Years _____

Company Name, Address and Phone:

Hours of Work (shifts, weekends, overtime, availability):

Places of Work (environment, sectors, location accessibility, paperwork/academics, workplace expectations)

Physical Expectations (strength, daily tasks, fitness level, challenges)

Occupational Health & Safety Considerations (health risks, workplace risks, long term effects, work/life balance)

What duties can you expect to do as a first or second year apprentice?

What kind of skills and qualities do you think someone needs to be a successful as in your trade/occupation?

Other notes from the conversation:

Career Investigation – Interview Three (optional for Employer Sponsored Programs) (G)

Contact Name: _____ Occupation: _____ Years _____

Company Name, Address and Phone:

Hours of Work (shifts, weekends, overtime, availability):

Places of Work (environment, sectors, location accessibility, paperwork/academics, workplace expectations)

Physical Expectations (strength, daily tasks, fitness level, challenges)

Occupational Health & Safety Considerations (health risks, workplace risks, long term effects, work/life balance)

What duties can you expect to do as a first or second year apprentice?

What kind of skills and qualities do you think someone needs to be a successful as in your trade/occupation?

Other notes from the conversation:

SECTION 4 – JOBS NOW AND IN THE FUTURE

1. It is important to know there is work available in your trade of interest. Do some research into the following:

a. What is the current demand for people entering your trade/occupation?

b. What is the future outlook?

2. Name four companies/employers who hire in your trade of interest.

a.

b.

c.

d.

3. Name two related trades/occupations where you could expand your opportunities.

a.

b.

SECTION 5 – PERSONAL DECISION MAKING – AM I READY?

1. Why do you think a career as in your trade/occupation is a good fit for you?

2. How do the career demands and employer expectations of this occupation fit with your current life circumstances? What Challenges could you experience that may require additional support?

3. It is not mandatory that you have experience in the trades/construction but if you do, please tell us about it. You can also list any related skills you may have (i.e. home renovations, farm work etc).

4. Do you have any current or past health or physical limitations that would affect your ability to do this kind of work (i.e. lifting, crawling, confined spaces, working at heights)?

☐ Yes ☐ No If yes, what are they?

5. Do you have children?

☐ Yes ☐ No

Your ability to get to work every day on time is a huge key to your success in the trades. If you have children, please indicate that you have childcare in place plus two proven backups.

An effective childcare plan takes into consideration that shifts may start as early as 6:00-7:00am and last 10 or more hours a day.

Main child care provider name:	Telephone:
1 st Backup childcare provider name:	Telephone:
2 nd Backup childcare provider name:	Telephone:
Number of Children:	Ages:

6. What is your plan should these childcare providers become unavailable? How will you ensure you don't miss any training or work?

7. WBF training programs mirror industry demands and therefore require full discipline and attendance. Check the boxes below and indicate your level of readiness on a scale of 1 to 10 (**1 high level of readiness -- 10 low level of readiness**).

I am currently:

Indicate Level 1 - 10

a. ready, able, and committed to attend class and work every day	<input type="checkbox"/> Yes <input type="checkbox"/> No	<hr/>
b. academically and physically capable of training and work	<input type="checkbox"/> Yes <input type="checkbox"/> No	<hr/>
c. organized	<input type="checkbox"/> Yes <input type="checkbox"/> No	<hr/>
d. have a stable life	<input type="checkbox"/> Yes <input type="checkbox"/> No	<hr/>
e. financially stable to meet my needs plus emergencies	<input type="checkbox"/> Yes <input type="checkbox"/> No	<hr/>
f. in good health	<input type="checkbox"/> Yes <input type="checkbox"/> No	<hr/>
g. have arranged child care and back-up for emergencies	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<hr/>

8. Please provide 2 references, plus any others that are applicable. Please be aware that in providing this information, these individuals may be contacted as part of your application process.

You will need to complete the consent for release of information on the last page of this application. No one will be contacted without your prior consent.

Agency	Contact Name	Company/Organization	Telephone
Recent Employer reference			
Recent Employer reference			
Personal reference			
SFI or EI Case Worker			
Other Supports: (AADAC/Sponsor, Criminal Justice, Other)			

9. What are your plans to ensure you are able to cover all your monthly expenses while in the program? *(For grant applicants be aware that your funding may not commence until 4 weeks after the program starts – what is your plan for this possibility?)*

10. How would being in school impact your life?

11. How would this opportunity impact your life?

Additional Notes:

SECTION 6 – PROTECTION OF PRIVACY AND DECLARATION/CONSENT FOR RELEASE OF INFORMATION

Protection of Privacy:

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Declaration:

- I hereby certify that all statements made in connection with this application are true and complete.
- I understand that this information is provided as an application to a Women Building Futures Training Program only, and does not constitute acceptance to the Program.

Consent for Release of Information:

I, _____ consent to the exchange of any records, assessments, test results, and other documentation concerning myself, between Women Building Futures Society authorized individuals for the purpose of determining my suitability for this program at this time.

Signature:	Date:
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* If you are sending this application form electronically, please type out your full name in the signature line to indicate you have read and understood Section 6 of the application form.