

# Adult Vocational Training Program Application



**Sitka Tribe of Alaska**  
Workforce Development Department  
456 Katlian Street  
Sitka, Alaska 99835  
Phone: 907-747-3207 Toll Free: 1-800-746-3207  
Fax: 907-747-4915  
chester.miyasato@sitkatriben-sn.gov  
www.sitkatriben-sn.org

## Application for Training

First Name	MI	Last Name	Date
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The purpose of the Sitka Tribe of Alaska's (STA)'s Adult Vocational Training (AVT) program is to provide financial assistance for eligible unemployed/underemployed applicants to attend a vocational program or to enter into an apprenticeship or on-the-job training program in order to acquire the job skills necessary for full-time employment.

### Eligibility

- Applicant must be an enrolled Tribal Citizen

The following documents or information are required to complete the application packet:

- Verification of Tribal Enrollment
- Education History
- Employment History
- Budget Forecast
- Release of Information
- Acceptance Letter and Program Information from training institute you plan on attending
- Copy of High School or General Education Diploma
- Household income verification

### Completed Applications Are Due 30 Days Prior to Start of Training

This allows adequate time for making financial, living and travel arrangements needed by student.

#### OFFICE USE ONLY

Date Application Received	Date of Review
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# Sitka Tribe of Alaska



## Adult Vocational Training Program Application

### APPLICANT INFORMATION

Last Name		First Name		MI	Previous/Maiden Name
Social Security Number		Date of Birth	Place of Birth		Sitka Resident for (months/years):
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Divorced		Number & Age of Dependents:		Tribe currently enrolled with and Enrollment #:
Email Address(es)					
Mailing Address :					
Physical Address:					
Home Phone Number:		Cell Phone Number:		Veteran Status:	

### ACADEMIC INFORMATION

<input type="checkbox"/> High School	<input type="checkbox"/> GED	<input type="checkbox"/> College/Vocational
Name and Location of School	Name and Location of where GED was obtained	School Name and Location
Graduation Date	Graduation Date	Degree/ Certificate

### EDUCATION PLAN

Applying for:			
<input type="checkbox"/> Vocational Training <input type="checkbox"/> On the Job Training <input type="checkbox"/> Apprenticeship			
Name of Vocational Training Institute you will be attending:		Type of Vocation Training/Course:	Length of Training Period
Mailing Address:	Admission Status: <input type="checkbox"/> Applied <input type="checkbox"/> Accepted	Start Date:	End Date:

**EMPLOYMENT STATUS, SKILLS & ABILITIES**

Employment Status:  Unemployed  Employed Part-Time  Employed Full-Time  Self-Employed  Retired

Other: \_\_\_\_\_

Are you willing to accept full time employment as soon as possible after completion of training:

List any Occupational Licenses you have earned

List any tool, machinery, and/or equipment you can operate or repair

List any Computer Software you can Operate

List any barriers that are preventing you from obtaining full-time employment

**EMPLOYMENT HISTORY**

Name of Employer		Address		Phone Number	
Job Title		Dates of Employment: Beginning:                      Ending:		Hours per week:	Hourly or Weekly Salary:
Description of Duties				Reason for Leaving	

Name of Employer		Address		Phone Number	
Job Title		Dates of Employment: Beginning:                      Ending:		Hours per week:	Hourly or Weekly Salary:
Description of Duties				Reason for Leaving	

Name of Employer		Address		Phone Number	
Job Title		Dates of Employment: Beginning:                      Ending:		Hours per week:	Hourly or Weekly Salary:
Description of Duties				Reason for Leaving	

**BUDGET FORECAST:**

Anticipated expenses **MUST** reflect the budget for length of the entire training program. Participants may obtain this information from the training facilities admission office or in the training facilities' catalog/ website. According to 25CFR part 27 titled the Adult Vocational Training Program financial assistance may be provided for: transportation and subsistence in route to training, tuition and related training costs, subsistence while in training, emergency assistance is allowed where verified emergencies justify such assistance and must have STA's Education Committee approval, supportive services while in training which includes: tools for employment, initial union dues, transportation of household effects, security and safety deposits, personal appearance and house wares, child care, cost of vocational training counselors engaged in providing services to trainees

**PLEASE NOTE:**

- Assistance isn't available for persons seeking funding for Certification only - applicants must be attending an educational/training facility, apprenticeship program or on-the-job training.
  - Personal expenses cannot include things such as personal debt or phone bills.
  - If you list something under "Other" you **MUST** break it down and describe this expense in detail.
- If more space is needed please attach a separate sheet of paper.

Check any financial support you are currently receiving

ATAP or TANF \$\_\_\_\_\_
  Public Assistance \$\_\_\_\_\_
  Unemployment \$\_\_\_\_\_
  Social Security \$\_\_\_\_\_
  Other \$\_\_\_\_\_

Resources for Training (Indicate "applied" if award amount is unknown)		Training Expenses (For Entire length of Training)	
Participant Contribution	\$	Tuition	\$
Parent Contribution	\$	Fees	\$
Spouse Contribution	\$	Room/Board	\$
Native Corporation Grant	\$	Books/Supplies	\$
Native Corporation Grant	\$	Transportation	\$
ANB/ANS Grant	\$	Personal Expenses	\$
Pell Grant	\$	Other (specify)	\$
Tuition Exemption	\$	Other (specify)	\$
College Work Study	\$	Other (specify)	\$
College Scholarship	\$	Other (specify)	\$
Alaska Student Loan	\$	Other (specify)	\$
Stafford Loan	\$	<b>TOTAL EXPENSES</b>	<b>\$</b>
Alaska Supplemental Loan	\$		
Alaska Family Education Loan	\$		
SEOG	\$		
Loan	\$		
Govt. Aid (Assistance/SSI)	\$		
Veteran's Assistance	\$	<b>TOTAL EXPENSES</b>	<b>\$</b>
Other:	\$	<b>Minus TOTAL RESOURCES</b>	<b>- \$</b>
Other:	\$	<b>REMAINING UNMET NEED</b>	<b>\$</b>
<b>TOTAL RESOURCES</b>	<b>\$</b>	<b>Amount Requested</b>	<b>\$</b>

**STA's AVT financial Assistance programs are based on unmet need and STRICTLY SUPPLEMENTAL. Generally they do not exceed \$250 per month. You must apply for other financial aid. Please describe in detail how you will cover your remaining financial need. -required-**

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**Attention:** I certify that all of the information given by me is true, complete and correct to the best of my knowledge. I also understand that any false information will disqualify me from this program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# Sitka Tribe of Alaska

Tribal Government for Sitka, Alaska

**Workforce Development Department**

## **RELEASE OF INFORMATION**

I \_\_\_\_\_ give my permission to the Sitka Tribe of Alaska's Workforce Development Department to verify any academic or financial information that is needed to determine my eligibility for funding.

I hereby give this permission for as long as required or until revoked in writing by me to:

**Sitka Tribe of Alaska  
Workforce Development Department  
456 Katlian St.  
Sitka, Alaska 99835**

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 200\_

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Social Security Number



# Enrollment Verification

Sitka Tribe of Alaska  
456 Kalian Street  
Sitka, Alaska 99835

Enrollment Department  
Voice: 907-747-3207  
Fax: 907-747-4915

- Please verify Tribal Enrollment or Indian Blood Degree of the following individual:
- Please update vital statistics (*name change must be accompanied by documentation*):

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Last	First	Middle	Maiden or <i>Previous</i>
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Soc Sec.#	Date of Birth	Place of Birth
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Sex	Tribe (Tlingit, Haida, etc.)	Degree
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Phone Number	Residence Address	Mailing Address
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City	State	Zip Code
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### Authorization for Release of Information

This authorized signature may come from the individual requesting, information, Interoffice Department, or Agency representing the individual.

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Signature of Client	Today's Date
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Representative & Name of Department or Agency	Today's Date
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FOR ENROLLMENT USE ONLY: DO NOT WRITE BELOW THIS LINE

- The individual is
- Yes, enrolled in Sitka Tribe of Alaska
  - No, not enrolled in Sitka Tribe of Alaska
  - Provided documentation Certifying Indian Blood & Degree:

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Document Identification	Agency
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Enrollment Department

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Today's Date