

Employment & Training Services

Name: _____

Date: _____

If you are returning to the *Tribal Learning Assistance Program*, you must update your account with you Case Manager by calling 518-358-9721 or email education@srmt-nsn.gov.

Employment Service Request:

Job Preference or Field of Study: _____

What type of employment are you looking for? (check all that apply)

Full-time Part-time Seasonal Project Per diem/casual

Are you authorized to work in the U.S.? Yes No I don't know

Are you authorized to work in Canada? Yes No I don't know

What areas are you willing to work in? (check all that apply)

Akwesasne (Canada) Akwesasne (U.S.) North Country (Massena, Malone, etc.)

Plattsburgh/Ogdensburg/Watertown Cornwall Seaway Valley (Brockville/Kingston)

Montreal Area Ottawa (National Capital Regions)

Other: _____

Do you have a valid driver's license or permit? Yes No

If yes, from where? _____

Have you had any difficulty obtaining employment due to a previous misdemeanor or felony record? If so, please explain: _____

Training Service Request:

Name of Program: _____

Name of School/Institute: _____

Length of Program: Start _____ End _____

What will you achieve? Certificate License Other: _____

Sources of Funding:	Fund Amount \$
Total amount request from ET:	\$
Name other sources of funding you've applied for:	
	\$
	\$
	\$
Total fund amount	\$

Reason for your request (attach supporting documentation):

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Supporting Documents

The lists below are documents needed to support your application. They are needed to receive funding, supplies, and/or job seeking assistance. The lists may change based on the type of request. Your Case Manager will determine if other documents are needed to strengthen your application.

For your Employment Service Request, please submit:

- If you are age 18 and under, copy of New York State working papers
- Copy of driver's license or permit
- High School Diploma or High School Equivalency Diploma
- Post-secondary degree or transcript
- Workplace, personal development and/or educational certifications
- Extracurricular documentation (awards, achievements, etc.)
- Draft of current resume and cover letter (if applicable)

For your Training Service Request, please submit:

- High School Diploma or High School Equivalency Diploma
- Post-secondary degree or transcript
- Workplace, personal development and/or educational certifications
- Social Security Number
- Course outline and/or description
- Cost breakdown of the course