

**Northern Shushwap Tribal Council**

17 S. 1st Avenue, Williams Lake, BC V2G 1H4

Phone: (250) 392-7361 Fax: (250) 392-6158

**Human Resources Skills Form (Full Version)**

**Instructions for Completing the Form**

- 1. Consent Section – check the appropriate box to indicate your choice. If **yes**, please provide a signature, date and contact information.
- 2. Questions – for each question check all boxes which apply to you.
- 3. Please send the completed form to your Band Office address, or NSTQ Office for data entry.

This form is to collect information about the work skills, education, training, and other information of NSTQ members. One of the purposes for the data we collect is for the four communities, and to assist them to plan training to support increased employment of their band members. **Please note that if you do not provide contact information, we may be unable to contact you with training, education or employment opportunities in the future. It also is used to address for election, referendums, and voting for AIP- stats for obtaining funding.**

**Permission to release information to**

Staff in other departments in your band:      No                      Yes

Other NSTQ band staff:                              No                      Yes

Tribal Council staff:                                 No                      Yes

Treaty staff:    No                      Yes

Date of Consent (MM/DD/YYYY): \_\_\_\_\_

Do you consent to collect your personal information in the database?

Yes, you may include my name and address in the database.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Personal Information**

Band Member     Community Member

Band Membership:     Canim Lake                       Soda Creek  
                                  Canoe/Dog Creek                       Williams Lake Band  
 Other (list): \_\_\_\_\_

Community Lived in:  Canim Lake                       Soda Creek  
                                  Canoe/Dog Creek                       Williams Lake Band  
 Dog Creek                       Deep Creek  
 Williams Lake City  
 Urban (City)(List): \_\_\_\_\_  
 Other Reserve (list): \_\_\_\_\_

First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Alias: \_\_\_\_\_

Birth date:            Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

Female                       Male

Social Insurance Number: \_\_\_\_\_

Medical Number: \_\_\_\_\_

Birth Certificate No: \_\_\_\_\_

Death Certificate No: \_\_\_\_\_

Marital Status:                       Common Law                       Married  
    Single                                       Divorced  
 Widowed

**Contact Information**

Mailing Address: \_\_\_\_\_

House No (if different from Mailing address) \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Email: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Relationship to Contact: \_\_\_\_\_

Emergency Contact Number: \_\_\_\_\_

**Family Information**

Single parent:      yes      no

Number of people in household: \_\_\_\_\_

Number of dependants: \_\_\_\_\_

Mother's Maiden Name: \_\_\_\_\_

Previous Married Name: \_\_\_\_\_

Spouses Name: \_\_\_\_\_

Date of Marriage (m/d/y): \_\_\_\_\_

Father's Name: \_\_\_\_\_

**Membership**

*First Nation Origin*

NStQ            Shuswap            Carrier            Chilcotin

Coast            Dene            Met'is            Salish

Other (Specify): \_\_\_\_\_

Status No: \_\_\_\_\_

Band No: \_\_\_\_\_

Member Registration No: \_\_\_\_\_

*Member type:*

Non-Status Band Member            Non-Status Community Member

Status Band Member            Status Community Member

\*\*\* If removed from band list, please state reason(s): \_\_\_\_\_



*Professional Certification:*

- Applied Computing Certificate
- Office Administration Certificate
- Bookkeeping/Accounting Technician Certificate
- Business Administration Certificate
- Community & School Support Certificate
- Culinary Arts Certificate
- Early Childhood Education Certificate (ECE)
- Social/Human Services Certificate
- Home Support/Residential Care Aid Certificate
- Micro-Computer Certificate
- Natural Resource Technician
- Heavy Duty Mechanics
- Automotive Service Technician

Other (specify): \_\_\_\_\_

*Training*

Institution: \_\_\_\_\_

Program: \_\_\_\_\_

Complete date: \_\_\_\_\_

Funded by: \_\_\_\_\_

*Professional Certification*

- First Aid
- Food safe
- Cashier Training
- Serving it Right
- Super host
- Information Technology Certificate
- Air Brakes
- GPS
- H2S Gas Safety
- Log Scaling
- PITS
- Chainsaw Safety
- Falling/Bucking
- S100 Fire Suppression
- Traffic Control/Flagging (TCF)
- Welding(level)\_\_\_\_\_
- WHIMS
- Pilot License
- Class 1 Drivers License
- Class 2 Drivers License
- Class 3 Drivers License
- Class 4 Drivers License
- 1<sup>st</sup> Aid-level 1 (Occupational/WCB/Emp)
- 1<sup>st</sup> Aid-level 2 (Occupational/WCB/Emp)
- 1<sup>st</sup> Aid-level 3 (Occupational/WCB/Emp)
- Other (specify)\_\_\_\_\_

Expiration date of certification: \_\_\_\_\_

List date and program: \_\_\_\_\_

**Employment**

Are you currently employed? (check all that apply)

Yes – see below

What is your employment status?

- Employed, permanent full-time (over 30 hrs/week)
- Employed, full time contract or temporary (over 30 hrs/week)
- Employed, permanent part-time (less than 30 hrs/week)
- Employed, part-time contract or temporary (less than 30 hrs/week)
- Self-employed
- EI Employment program/wage subsidy/job creation program

No, I am not employed

*Source of Unemployment:*

- Employment insurance
- Disability
- Pension
- Maternity/parental leave
- Social assistance
- Other: Please explain \_\_\_\_\_

*Type of Social Assistance:*    Provincial    Federal

*Income level:*

- under 10,000      10,000-25,000      25,000-40,000
- 40,000-60,000    60,000-80,000    80,000-100,000    over 100,000

Desired annual income:\_\_\_\_\_

Actively seeking work:      yes    no

Do you own a vehicle:      yes    no

Reliable Transportation:    yes    no

Drivers License No:\_\_\_\_\_

What is your biggest challenge in finding or keeping a job?

- |   |  |
|---|--|
| <input type="checkbox"/> Not enough education             | <input type="checkbox"/> I have elders or other family members to care for so cannot be employed |
| <input type="checkbox"/> Not enough job specific training | <input type="checkbox"/> Lack of transportation  |
| <input type="checkbox"/> No job search experience         | <input type="checkbox"/> Lack of literacy/math skills  |
| <input type="checkbox"/> Not enough work experience       | <input type="checkbox"/> Learning disability   |
| <input type="checkbox"/> Physical problems/disability     | <input type="checkbox"/> Cultural/language issues  |
| <input type="checkbox"/> No childcare/daycare available   | <input type="checkbox"/> I don't have any challenges   |
| <input type="checkbox"/> Cannot afford childcare/daycare  |  |
| <input type="checkbox"/> Other: please explain _____      |  |

What jobs are you interested in doing in the future: \_\_\_\_\_

Currently enrolled in any type of training? yes no

If yes please specify:

- Personal interest: \_\_\_\_\_
- Educational upgrading: \_\_\_\_\_
- Current job related: \_\_\_\_\_
- Future job related: \_\_\_\_\_

Willing to take training: yes no

If yes please specify: \_\_\_\_\_

What kind of training are you willing to take? Please specify what kind you are interested in.

- Educational upgrading \_\_\_\_\_
- Job related courses \_\_\_\_\_
- Apprenticeship \_\_\_\_\_
- On the job training \_\_\_\_\_
- College/University or other post-secondary \_\_\_\_\_

*Is there anything that limits your ability to take training?*

- Care of children
- Care of other family members or elders
- Replacement Income – would need an income during training
- Seasons – can only train during certain times of the year  
If so, what times during the year can you attend training?  
\_\_\_\_\_

- Location – need to have training in my own community
- Lack of information about opportunities
- Travel costs
- Literacy skills
- Computer skills
- Other – please specify:  
\_\_\_\_\_

**Work Experience**

Title at Job: \_\_\_\_\_  
Years at job: \_\_\_\_\_  
Start & End Date: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Reference Name: \_\_\_\_\_  
Reference Number: \_\_\_\_\_  
Employer Name: \_\_\_\_\_  
Description of Job Duties: \_\_\_\_\_

Title at Job: \_\_\_\_\_  
Years at job: \_\_\_\_\_  
Start & End Date: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Reference Name: \_\_\_\_\_  
Reference Number: \_\_\_\_\_  
Employer Name: \_\_\_\_\_  
Description of Job Duties: \_\_\_\_\_

Title at Job: \_\_\_\_\_  
Years at job: \_\_\_\_\_  
Start & End Date: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Reference Name: \_\_\_\_\_  
Reference Number: \_\_\_\_\_  
Employer Name: \_\_\_\_\_  
Description of Job Duties: \_\_\_\_\_

*In addition to the one above, have you worked in any other occupations over the past 10 years?*

- Yes
- No

If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Overall, for what length of time throughout your lifetime have you done this other work?*

\_\_\_\_\_

*Have you taken any other job related training programs, courses, or certificates? Please list.*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Do you have any other work experience (including volunteer work experience)? Please provide job titles or brief description.*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Skills & Knowledge**

What general skills do you have?

- Leadership
- Communication
- Decision making
- Conflict resolution
- Negotiating
- Administration
- Teaching
- Other:

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What other skills and abilities do you have? Include any that are related to hobbies, sports and volunteer activities. List as many as apply.

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**Do you have any computer skills?** Please check as many as apply.

- No
- Yes – using basic computer software such as Word processing, internet, email
- Yes – using specialized office software such as databases (ie. Access), spreadsheets (ie. Excel) and Power point
- Yes – using other specialized or technical software (ie. Mapping software, GIS, etc.) Please specify: \_\_\_\_\_
- Yes – designing websites
- Yes – providing computer support in areas such as networking, server administration
- Yes – as a computer programmer or developer

**What types of equipment are you able to operate?** Please be specific.

Office Equipment – Please list:

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Heavy Duty Equipment – Please list:

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Other equipment– Please list:

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**Traditional Skills & Knowledge**

*What traditional knowledge or skills do you have?*

Below are some categories to think about, but please be specific and add any areas that we have not included. Also include any skills and knowledge you have from other Nations or cultural traditions.

Food gathering and preparation (eg. Berry picking, root gathering, gardening)

Specific examples:

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Wilderness experience (eg. Canoeing, camping, search and rescue, tracking)

Specific examples:

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Hunting and trapping

Specific examples:

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Fishing (eg. Dipping, rod fishing, etc.)

Specific examples:

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Cultural events planning and participation (Pow wows, weddings, giveaways)

Specific examples:

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Language (all)

Specific examples:

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- Medicine/Healing (Shaman, Healer, Spiritual Healer, Sweat lodge, Herbalist etc)

Specific examples:

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- Making traditional use items or crafts (ie. Beading, tanning hides, drums)

Specific examples:

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- Participated in Traditional Use Study projects or Archaeological projects

Specific examples:

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- Knowledge of the Land

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- Community history

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- Anything else/other?

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Thank you very much for your time to complete the survey.