

Human Resources Skills Form (Short 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): 01/01/2010

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

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

Signature: DEMO SIGNATURE Date: 01/01/2010

Personal Information

Band Member Community Member

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

Community Lived in: _____ **Williams Lake Band** _____

First Name: _____ **Demo001** _____

Middle Name: _____

Last Name: _____ **Training** _____

Other Name: _____

Birth date: Day **1** Month **1** Year **1980**

Gender: Female Male

Social Insurance Number: _____ **000 000 000** _____

Birth Certificate No: _____

Marital Status: Common Law Married
 Single Divorced Widowed

Contact Information

Mailing Address: _____ **9999 Bear Dr., Williams Lake, BC V2G 5Z5** _____

House No (if different from mailing address): _____

Phone #: **250-555-0100** Cell #: _____

Email: _____

Alternative Contact Name: _____ **Demo000** _____

Relationship to Contact: _____ **Friend** _____

Alternative Contact Number: _____ **250-555-0101** _____

Family Information

Number of people in household: **3** Number of dependants: **1**

Spouses Name: _____ **Demo002** _____

Mother's Name: _____ **Demo1001** _____

Father's Name: _____ **Demo1002** _____

Membership

First Nation Origin: NSTQ

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):

Education

Institution: Williams Lake Secondary School

Year of highest education completed (MM/DD/YYYY): 01/01/1997

Levels completed: Grade 10

Diploma/Degree achieved:

- Certificate Diploma Bachelors Masters Doctorate

Awards/Bursaries received: _____

Professional Certification: Food safe

Employment

Are you currently employed?

- Yes No, I am not employed

What is your employment status? Permanent Full-Time

Income Source of Unemployment: _____

Type of Social Assistance: Provincial Federal

Current Income Range: _____

Actively seeking work: yes no

Do you own a vehicle: yes no

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

Not enough education; Lack of transportation

What jobs are you interested in doing in the future: Restaurant Manager

Currently enrolled in any type of training? Yes No

If yes please specify: _____

Willing to take training: yes no

If yes please specify: Job related courses

Is there anything that limits your ability to take training?

Yes. Replacement Income; Lack of information about opportunities; Location

Work Experience

Organization Name: A&Z restaurant

Title at Job: Sandwich Maker

Years at job: 10

Start & End Date: 1998 to present

Reason for Leaving: _____

Description of Job Duties: Prepare food

Other work experience: Please attach extra paper when needed.

Skills & Knowledge

What skills do you have? Please attach extra paper if needed.

Decision Making; Conflict resolution; basic computer usage; Phone usage

Traditional Skills & Knowledge

What traditional knowledge or skills do you have? Please attach extra paper if needed.

Berry Picking; Making traditional drums; Shuswap language

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