



Kwanlin Dün First Nation
Department of Education and Social Development
35 McIntyre Drive
Whitehorse, YT Y1A 5A5
Phone: (867) 633-8422
Fax: (867) 633-7841

INDIGENOUS SKILLS AND EMPLOYMENT TRAINING (ISET) PROGRAM APPLICATION INSTRUCTIONS

For any ISET funding application:

1. Please complete **sections A-F** of the *ISET Funding Requisition form*.
2. Please complete **everything highlighted in yellow** on the *Consent Form*.
3. Submit the completed forms to a Pathways Coordinator.
4. If you have any questions or need support filling out the forms, please contact a Pathways Coordinator for assistance.

For work gear applications:

1. Please complete the ISET application package and submit a confirmation of employment within the **first month of your employment**. Your application is not considered complete until the confirmation of employment is received.
2. A confirmation of employment can be:
 - a. a job offer letter,
 - b. a job contract, or
 - c. a letter from your employer (including your name, start date and job title).
 - d. Alternatively, if you provide a phone number or email for your employer, a Pathways Coordinator can contact them directly to confirm your employment.
3. **PLEASE NOTE:** for seasonal workers returning to the same / similar employment after collecting EI during the off-season. Those returning to the same position will not be eligible for the work gear program, but citizens in need of support are encourage to reach out and discuss their individual circumstances.

Eligibility

To be eligible for ISET funding, you must:

- Be a KDFN citizen;
- Be currently unemployed or underemployed; and
- Have not maxed out your ISET funding limits for this fiscal year (April 1 – March 31)

There is no age limit to access ISET funding, however:

- Individuals who are legally required to attend school (in the Yukon, this is anyone under age 16) cannot access ISET funding for training, courses or other activities that occur during school hours;
- Individuals who are under age 19 must have a guardian sign their Consent Form.

Application Timelines

Please submit your application as soon as possible. **Applications can take between 2-10 business days** to process, depending on the type of request and the time of year.

No funding will be processed without a complete application.

There are no reimbursements for expenses incurred outside of the program processing timelines, applications and funding requirements.

We do our best to support last minute requests but cannot complete same-day requests.



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INDIGENOUS SKILLS AND EMPLOYMENT TRAINING (ISET) PROGRAM FUNDING REQUISITION

PART A: APPLICANT INFORMATION			
First Name	Middle Name	Last Name	
Preferred Name (optional)		Pronouns (optional)	
Date of Birth MM/DD/YYYY	SIN #	Driver's Licence <input type="checkbox"/> Yes <input type="checkbox"/> No	Class
Mailing / Street Address	City / Territory	Postal Code	
Phone:		Email:	
Highest Level of Education Completed:	<input type="checkbox"/> No formal education <input type="checkbox"/> Up to Grade 7-8 <input type="checkbox"/> Grade 9-10 <input type="checkbox"/> Grade 11-12 <input type="checkbox"/> Diploma or GED	<input type="checkbox"/> Some Post Secondary <input type="checkbox"/> Apprenticeship or trades Certificate (cert.)/dip. <input type="checkbox"/> College cert. / dip.	<input type="checkbox"/> University certificate <input type="checkbox"/> University – Bach. Degree <input type="checkbox"/> University – Master's <input type="checkbox"/> University – Doctorate
Are you currently receiving Social Assistance?		<input type="checkbox"/> Yes <input type="checkbox"/> No	

PART B: CURRENT EMPLOYMENT INFORMATION	
<input type="checkbox"/> Employed full-time <input type="checkbox"/> Employed on-call <input type="checkbox"/> Employed part-time <input type="checkbox"/> Self-employed <input type="checkbox"/> Casually employed <input type="checkbox"/> Unemployed	If employed, name of employer If employed, position
Is this a new position / type of work within the past two years? If not, please explain:	

PART C: REASON FOR REQUEST	
<input type="checkbox"/> Short-ticket training – (e.g. First Aid, Fall Arrest, Food Safe) <input type="checkbox"/> Skill development (e.g., short-term course, one or two year) <input type="checkbox"/> Upgrading (e.g. college prep) <input type="checkbox"/> Job Creation Program <input type="checkbox"/> Learning supports (e.g. tutoring, adaptive technology) <input type="checkbox"/> Job Coach Funding Supports	<input type="checkbox"/> Wage Subsidy <input type="checkbox"/> PSEP (Post Secondary Employment Program) <input type="checkbox"/> Participant supports (e.g., bus pass, licence fees, supplies required for school, etc.) <input type="checkbox"/> Work Gear <input type="checkbox"/> Other, specify:

What are your short-term or long-term education and employment goals? Please provide as much information as possible for this ISET request. **This cannot be left blank.**

Your application is only considered COMPLETE if:

1. Work gear – You have provided a confirmation of employment.
2. Training – You have provided the dates, location, cost, and course provider of the training.

PART D: APPROVALS (to be completed by staff)

Amount of funding request:

P.O. Cheque Req Credit Card

AIS Direct Deposit Gift Card

Funding Source:

CRF EI Part I EI Part II

ISET Code (1-20): _____

KDFN Finance Code: _____

Details / Rationale:

Program Details:

KDFN Employee:

Approval Signature _____

_____ Date

WITHDRAW CONSENT

Consent has been withdrawn on _____ by _____
Date Name of person (print)

Person receiving the call or instruction:

Name (print) Signature Date

KWANLIN DÜN FIRST NATION CONFIDENTIALITY AGREEMENT

It is the collective responsibility of all Kwanlin Dün First Nation (KDFN) employees to adhere to the provisions of the *Freedom of Information, Protection of Privacy Act (FIPPA)* when dealing with the personal information of other employees, our clients and Citizens.

I, _____, through my position as _____,
Print staff members first and last name Print staff members position/place of work

with KDFN, agree to keep in the strictest confidence any information relating to clients both during and after my employment with KDFN in line with the KDFN Employee Oath of Confidentiality (Section 3.5 *KDFN Personnel Policy and Procedures Manual*) with KDFN.

Kwanlin Dün First Nation Staff Member Date