



# Career Training Initiative (CTI) Application Form

Due to limited spaces in our courses, we require all individuals to fill out their application forms fully and in detail to be considered for the CTI program. If the form is not filled in fully you will be asked to re-apply. Admission into the CTI program is not guaranteed and is based on the application submitted and interview completed.

## **CTI offers two different programs:**

### Part 1

#### **Free Three-Week CTI Program Application**

- Full-time program from 8:45am-4:00pm, Monday-Friday for 3 weeks
- Includes: Life Skills workshops, Employment Strategies, Beginner Computer Training and all of the Industry Certifications (Please refer to Page 3 for more details on what is included in the 3 week course)

#### *Requirements:*

- Fill out Part 1 of the CTI application form fully with detailed answers
- Complete an in-person interview by the deadline
- Pass a literacy test to be eligible for the program

**OR**

### Part 2

#### **Free Forklift/Standard First Aid Certification Application**

- Take an individual forklift or first aid certification without the three-week course
- These courses are each offered once per month

#### *Requirements:*

- Fill out Part 2 of the CTI application form fully with detailed answers
- Pass a literacy test to be eligible for the program

For any other certifications you wish to take individually please refer to Page 11 for the application process for each certification.



Calgary Drop-In & Rehab Centre

## **Important Notice: Please read the following**

**Please note:** All clients accessing services at the Calgary Drop-In & Rehab Centre must register in our biometrics security system. This will involve the security desk recording your name, date of birth, a picture of your face, and a picture of your fingers. This information is for internal purposes only and will not be released to a third party.

### **Additional Requirements for Part 1 and Part 2:**

- Priority is given to low income earners
- Applications must be filled out by the individual applying
- You must commit to attending all classes for the entire duration of the program that you are applying for
- You must have a reliable means of getting to class everyday
- You must be legally entitled to work in Canada. You must have a valid Social Insurance Number (SIN) to be able to enter the CTI program.
- You must be 16 years of age or older
- You must provide a reliable means of contact, either e-mail or telephone
  - If you live at the Calgary Drop-In & Rehab Centre you should regularly check at the Day Office (on the second floor) or your floor of residence for a letter from CTI.

If you do not meet all or any of these requirements, contact the CTI Department for assistance.

**If you have applied and have not heard from us by the application deadline for the course that you are applying for, contact the CTI Department.**

**Contact Us** • Phone – 403-699-8283 or 403-699-8282 • E-mail – [ctic2@theDI.ca](mailto:ctic2@theDI.ca)



## Part 1

# What is included in the Full-Time Three-Week CTI Program?

### **Industry Certifications**

- Forklift Operation & Safety (*Mandatory for graduation from CTI*)
- Standard First Aid & CPR Level C (*Mandatory for graduation from CTI*)
- Flagger Training (*Offered once every 2 months*)
- H2S Alive (*Offered once every 2 months*)
- Chemical Hazards
- Confined Space Awareness
- Construction Safety Training System (CSTS)
- Excellence in Customer Service
- Fall Protection Awareness
- General Safety Awareness
- Lockout & Tagout
- Office Safety
- Safe Work Practices
- Toxicology
- Transportation of Dangerous Goods (TDG)
- Workplace Hazardous Materials Information System (WHMIS)

### **Beginner Computer Training** (*All workshops listed below are mandatory for graduation from CTI*)

- Internet & Email
- Microsoft Word
- Microsoft Excel

### **Life Skills** (*All workshops listed below are mandatory for graduation from CTI*)

- Constructive Thinking
- Employee Rights & Benefits
- Finding Balance
- Money Management
- Self Esteem
- Stress Management

### **Employment Strategies** (*All workshops listed below are mandatory for graduation from CTI*)

- Career Planning
- Interview Skills
- Job Search & Apply
- Resume Building



## 2012 CTI Three-Week Program Course Calendar:

Course Number	Application Deadline <sup>1</sup>	Interview Deadline <sup>2</sup>	Applicant Notification <sup>3</sup>	Course Begins <sup>4</sup>	Course Ends <sup>4</sup>
P-83	December 8, 2011	December 14, 2011	December 19, 2011	January 03, 2012	January 20, 2012
P-84	January 12	January 18	January 23	January 30	February 17
P-85	February 9	February 15	February 21	February 27	March 16
P-86	March 8	March 14	March 19	April 2	April 20
P-87	April 12	April 18	April 23	April 30	May 18
P-88	May 10	May 16	May 21	May 28	June 15
P-89	June 7	June 13	June 18	July 2	July 20
P-90	July 12	July 18	July 23	July 30	August 17
P-91	August 9	August 15	August 20	September 4	September 21
P-92	September 13	September 19	September 24	October 1	October 19
P-93	October 11	October 17	October 22	October 29	November 16
P-94	November 8	November 14	November 19	November 26	December 14
P-95	December 6	December 12	December 17	To Be Announced	To Be Announced

<sup>1</sup> **Application Deadline:** Applications will be accepted until 12:00 midnight on the date indicated. Any applications received after this time will be considered for the next course.

<sup>2</sup> **Interview Deadline:** Applicants must have completed an interview no later than this date by 3:00 pm. Applicants who have not completed an interview will not be considered for the program.

<sup>3</sup> **Applicant Notification:** All applicants who have completed an interview will be notified of their status no later than 4:00 p.m. on the date indicated. Applicants will be notified by either e-mail, telephone, or written letter (delivered to the 2<sup>nd</sup> Floor Day Office).

<sup>4</sup> **Course Begins and Ends:** Subject to change depending on statutory, civic holidays or extraneous conditions; courses may begin one day after the date indicated, or end one day before the date indicated.



# Part 1: CTI Three-Week Application Form

Course Number: \_\_\_\_\_

Course Start Date: MM DD YY

## Applicant Information:

Name \_\_\_\_\_  
Last Name First Name Middle Initial(s)

Date of Birth: MM DD YY Sex: Male  Female

## Residence: (please check the one that is most applicable to your current situation)

Calgary Drop-In & Rehab: \_\_\_\_\_  
Floor/Centre 2507

Other Homeless Shelter: \_\_\_\_\_  
Shelter Name

Homeless but not in a shelter: \_\_\_\_\_  
Please Describe

Subsidized or Supportive Housing: \_\_\_\_\_  
What organization is funding your housing? (ex. Rapid Exit, Calgary Housing, etc.)

Independent: \_\_\_\_\_  
Address

Other: \_\_\_\_\_  
Please Describe

## Contact Information

Phone Number: ( xxx ) xxx - xxxx

E-Mail: \_\_\_\_\_

## Personal Income

Please include all sources of personal income, including income support, from within the last 12 months

**\*Application will NOT be processed if left blank.\***

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Less than \$14 499  | <input type="checkbox"/> \$14 500 - \$ 20 999 | <input type="checkbox"/> \$21 000 - \$26 499 |
| <input type="checkbox"/> \$26 500 - \$32 999 | <input type="checkbox"/> \$33 000 - \$39 999  | <input type="checkbox"/> \$40 000 - \$44 499 |
| <input type="checkbox"/> \$44 500 - \$48 999 | <input type="checkbox"/> \$49 000 - \$53 999  | <input type="checkbox"/> \$54 000 or more    |

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

Number of financial dependents \_\_\_\_\_  
not including yourself

Do other members of your household contribute financially?  Yes  No  
If yes how much? \$ \_\_\_\_\_

## Income Support

Check the government Income Supports you are currently receiving or check if you are not receiving:

- |   |  |
|---|--|
| <input type="checkbox"/> Not currently receiving income support             | <input type="checkbox"/> Employment Insurance (EI)         |
| <input type="checkbox"/> Assured Income for the Severely Handicapped (AISH) | <input type="checkbox"/> Social Assistance/Welfare         |
| <input type="checkbox"/> Canada Pension Plan (CPP)                          | <input type="checkbox"/> Medical Social Assistance/Welfare |
| <input type="checkbox"/> Canada Pension Plan (CPP) disability               | <input type="checkbox"/> Other _____                       |



Calgary Drop-In & Rehab Centre

**How did you find out about the CTI Program?**

- Past CTI Student
- Poster: \_\_\_\_\_  
Where was the poster located?
- Other Service Provider: \_\_\_\_\_  
What organization/agency?
- Newspaper/Magazine: \_\_\_\_\_  
What magazine?

- Friend/Family
- Staff at the DI: \_\_\_\_\_  
Name of the staff member
- Internet: \_\_\_\_\_  
What website?
- Other: \_\_\_\_\_  
Please explain

**Education Level**

Please select all levels of education completed

- Some high school
- Completed high school/GED
- Some college/technical training  
Certificate/Diploma: \_\_\_\_\_
- Completed college/technical training  
Certificate/Diploma: \_\_\_\_\_

- Some university  
Degree: \_\_\_\_\_
- Completed University  
Degree: \_\_\_\_\_
- Not Applicable

**Personal Information**

- Do you have or are you eligible for First Nations status?  
If yes what is your band? \_\_\_\_\_
- Do you have or are you eligible for Métis status?  
If yes what is your band? \_\_\_\_\_
- Are you an immigrant to Canada within the last 10 years?

- Yes     No
- Yes     No
- Yes     No

**Citizenship Status**

Please select your Canadian citizenship status:

- Canadian Citizen
- Landed Immigrant
- Refugee
- Permanent Resident
- Work or Student Visa

**Employment**

- Do you have a SIN Card or know your SIN Number?
- Are you currently employed?
- If you are not currently employed, **when** were you last employed?

- Yes     No
- Yes     No
- Month: \_\_\_\_\_
- Year: \_\_\_\_\_

**Why** did you leave your most recent job? \_\_\_\_\_

**Written Answers**

**\*If each of the following questions is not filled out completely and in detail your application will not be processed and you will be contacted to re-apply. To answer these questions consider why you need the program and how the program will help you find employment.\***

**1.** What industries are you willing to work in if you are accepted to receive training from CTI? Please list all that apply.

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2. Please list the positions that you have most recently applied for (but *have NOT* been accepted for). Include the date that you applied, any certifications that are required for the position, as well as if the employment is Full time, Part Time, Temporary:

Position Applied For	Date Applied	Certifications/Training Needed	Full-Time, Part-Time or Temporary

3. The program includes four components: Industry Certifications, Life Skills, Employment Strategies, and Beginner Computer Training. Refer to Page 3 of the application form and review the workshops that are mandatory. Please answer the following questions.

**A. Industry Certifications:**

List the certifications that you already have that are not expired and the dates that they expire: \_\_\_\_\_

\_\_\_\_\_

Check off which certifications are needed:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Chemical Hazards Awareness                 | <input type="checkbox"/> Fall Protection Awareness | <input type="checkbox"/> Lockout & Tagout                        |
| <input type="checkbox"/> Confined Space Awareness                   | <input type="checkbox"/> First Aid & CPR Level C   | <input type="checkbox"/> Office Safety                           |
| <input type="checkbox"/> Construction Safety Training System (CSTS) | <input type="checkbox"/> Flagger                   | <input type="checkbox"/> Safe Work Practices                     |
| <input type="checkbox"/> Excellence in Customer Service             | <input type="checkbox"/> Forklift                  | <input type="checkbox"/> Toxicology                              |
|   | <input type="checkbox"/> General Safety Awareness  | <input type="checkbox"/> Transportation of Dangerous Goods (TDG) |
|   | <input type="checkbox"/> H2S Alive                 | <input type="checkbox"/> WHMIS                                   |

Describe how each certification that you need will help you to find employment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**B. Employment Strategies:**

Check off which employment strategies are needed:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Career Planning  | <input type="checkbox"/> Job Search & Apply | <input type="checkbox"/> I have these skills but would like a refresher |
| <input type="checkbox"/> Interview Skills | <input type="checkbox"/> Resume Building    |   |

Describe how each employment strategy you need will help you to find employment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Calgary Drop-In & Rehab Centre

**C. Life Skills:**

Check off which life skills are needed:

- Constructive Thinking
- Employee Rights & Benefits

- Finding Balance
- Money Management
- Self Esteem

- Stress Management
- I have these skills but would like a refresher

Describe how each life skill you need will help you to find employment: \_\_\_\_\_

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**D. Computer Training**

Check off which computer training workshops are needed:

- Internet & Email
- Microsoft Word

- Microsoft Excel
- I have these skills but would like a refresher

Describe how each computer training workshop you need will help you to find employment: \_\_\_\_\_

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4. Please describe in detail your long-term goals including those for employment (for example, what do you see yourself doing in 5 years)? What are some of your short term goals or plans that you have for the next few months? How will taking the CTI program help you to achieve these goals?

**Long Term Goals:** \_\_\_\_\_

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**Short Term Goals:** \_\_\_\_\_

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Calgary Drop-In & Rehab Centre

**How will taking the CTI program help achieve these goals:**

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5. Please describe one of the greatest difficulties or challenges that you have faced in your past.

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**Explain how you have overcome it (or plan to overcome it):**

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**How has this affected you or caused you to change?**

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6. Please describe the following in detail:

**Your personal strengths:**

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**Your life experiences:**

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## Part 2

### Only Interested in Industrial Certifications?

Certifications	Application Process
<p><b>Online Certifications</b></p> <ul style="list-style-type: none"> <li>• Construction Safety Training System (CSTS)</li> <li>• Workplace Hazardous Materials Information System (WHMIS)</li> <li>• Confined Space Awareness</li> <li>• Fall Protection Awareness</li> <li>• Transportation of Dangerous Goods (TDG)</li> <li>• Chemical Hazards</li> <li>• Toxicology</li> <li>• General Safety Awareness</li> <li>• Office Safety</li> <li>• Lockout &amp; Tagout</li> <li>• Safe Work Practices</li> <li>• Excellence in Customer Service</li> </ul>	<p>Applicants interested in any of the Online Certifications can attend the CTI Evening Program.</p> <ul style="list-style-type: none"> <li>• You do not need to fill in an application form. Intake is on a drop in basis.</li> <li>• Computers are available on a first come first served basis</li> <li>• Evening Program hours are every Tuesday and Wednesday 4:30PM – 8:30PM</li> <li>• You will need to meet on the first floor by the elevator</li> <li>• Please notify security if you are later than 4:30PM</li> <li>• Dinner will be provided if you arrive by 5:30PM</li> </ul>
<p><b>Monthly Instructor Led Courses</b></p> <ul style="list-style-type: none"> <li>• Standard First Aid &amp; CPR Level C</li> <li>• Forklift Operation and Safety</li> </ul>	<p>Applicants interested in First Aid or Forklift can apply to a stand-alone course.</p> <ul style="list-style-type: none"> <li>• Applicants are eligible for one of these courses each month</li> <li>• Applicants must complete Part 2 of the CTI application form completely to be considered</li> <li>• Completed applications should be submitted to the Drop-In Centre’s security desk</li> <li>• Applicants will need to pass a <b>literacy test</b> on the day of the course. Starting the course requires a passing grade</li> </ul>
<p><b>Bi-monthly Instructor Led Courses</b></p> <ul style="list-style-type: none"> <li>• Flagger Training</li> </ul>	<p>Applicants interested in Flagger training as a stand-alone course.</p> <ul style="list-style-type: none"> <li>• Flagger training is held once every two months</li> <li>• This course has a maximum capacity of 35 students</li> <li>• Interested applicants should contact the CTI Team for dates and registration details</li> </ul>
<p><b>Bi-monthly Instructor Led Courses</b></p> <ul style="list-style-type: none"> <li>• H2S Alive</li> </ul>	<p>H2S Alive Training is offered once every two months. However, placement is <b>reserved for graduate students of the <u>CTI 3-Week Program</u></b></p>



## 2012 CTI Certification Only Program Course Calendar:

Course Number	Application Deadline <sup>1</sup>	Applicant Notification <sup>2</sup>	First Aid Begins at 7:45AM Ends at 4:00PM <sup>3</sup>	Forklift Begins at 7:45 AM Ends at 12:30 PM <sup>3</sup>
C-83	December 11, 2011	December 15, 2011	December 19 & 20, 2011	Not Applicable
C-84	January 15	January 19	January 23 & 24	January 25 & 26
C-85	February 12	February 16	February 21 & 22	February 22 & 23
C-86	March 11	March 15	To Be Announced	To Be Announced
C-87	April 15	April 19	To Be Announced	To Be Announced
C-88	May 13	May 17	To Be Announced	To Be Announced
C-89	June 10	June 14	To Be Announced	To Be Announced
C-90	July 15	July 19	To Be Announced	To Be Announced
C-91	August 12	August 16	To Be Announced	To Be Announced
C-92	September 16	September 20	To Be Announced	To Be Announced
C-93	October 14	October 18	To Be Announced	To Be Announced
C-94	November 11	November 15	To Be Announced	To Be Announced
C-95	December 9	December 13	To Be Announced	To Be Announced

<sup>1</sup> **Application Deadline:** Applications will be accepted until 12:00 midnight on the date indicated. Any applications received after this time will be considered for the next course.

<sup>2</sup> **Applicant Notification:** All applicants who have filled out their application fully will be notified of their status no later than 4:00 p.m. on the date indicated. Applicants will be notified by either e-mail, telephone, or written letter (delivered to the 2<sup>nd</sup> Floor Day Office).

<sup>3</sup> **Course Begins and Ends:** Subject to change depending on statutory, civic holidays or extraneous conditions.

### **Application Requirements**

\*Please note that you are only **eligible for one course per month** (either Forklift or First Aid).

\*All applicants will be required to write a **literacy test on the day of the course**. This includes accepted and wait-listed applicants.

\* In order to be considered for the CTI program, the **application must be filled out entirely**.



# Part 2: CTI Certification Only Application Form

Course Name: \_\_\_\_\_ Course Number: \_\_\_\_\_

Name \_\_\_\_\_  
Last Name First Name Middle Initial(s)

Date of Birth: MM DD YY Sex: Male  Female

**Residence:** (please check the one that is most applicable to your current situation)

Calgary Drop-In & Rehab: \_\_\_\_\_  
Floor/Centre 2507

Other Homeless Shelter: \_\_\_\_\_  
Shelter Name

Homeless but not in a shelter: \_\_\_\_\_  
Please Describe

Subsidized or Supportive Housing: \_\_\_\_\_  
What organization is funding your housing? (ex. Rapid Exit, Calgary Housing, etc.)

Independent: \_\_\_\_\_  
Address

Other: \_\_\_\_\_  
Please Describe

### Contact Information

Phone No: ( xxx ) xxx - xxxx

E-Mail: \_\_\_\_\_

### Personal Income

Please include all sources of personal income, including income support, from within the last 12 months

**\*Application will NOT be processed if left blank.\***

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Less than \$14 499  | <input type="checkbox"/> \$14 500 - \$ 20 999 | <input type="checkbox"/> \$21 000 - \$26 499 |
| <input type="checkbox"/> \$26 500 - \$32 999 | <input type="checkbox"/> \$33 000 - \$39 999  | <input type="checkbox"/> \$40 000 - \$44 499 |
| <input type="checkbox"/> \$44 500 - \$48 999 | <input type="checkbox"/> \$49 000 - \$53 9999 | <input type="checkbox"/> \$54 000 or more    |

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

Number of financial dependents \_\_\_\_\_  
not including yourself

Do other members of your household contribute financially?  Yes  No  
If yes how much? \$ \_\_\_\_\_

### Income Support

Check the government Income Supports you are currently receiving, or check if you are not receiving:

- |   |  |
|---|--|
| <input type="checkbox"/> Not currently receiving income support             | <input type="checkbox"/> Employment Insurance (EI)         |
| <input type="checkbox"/> Assured Income for the Severely Handicapped (AISH) | <input type="checkbox"/> Social Assistance/Welfare         |
| <input type="checkbox"/> Canada Pension Plan (CPP)                          | <input type="checkbox"/> Medical Social Assistance/Welfare |
| <input type="checkbox"/> Canada Pension Plan (CPP) disability               | <input type="checkbox"/> Other _____                       |



Calgary Drop-In & Rehab Centre

**How did you find out about the CTI Program?**

- Past CTI Student
- Poster: \_\_\_\_\_  
Where was the poster located?
- Other Service Provider: \_\_\_\_\_  
What organization/agency?
- Newspaper/Magazine: \_\_\_\_\_  
What magazine?
- Friend/Family
- Staff at the DI: \_\_\_\_\_  
Name of the staff member
- Internet: \_\_\_\_\_  
What website?
- Other: \_\_\_\_\_  
Please explain

**Personal Information**

- Do you have or are you eligible for First Nations status?  Yes  No  
If yes what is your band? \_\_\_\_\_
- Do you have or are you eligible for Métis status?  Yes  No  
If yes what is your band? \_\_\_\_\_
- Are you an immigrant to Canada within the last 10 years?  Yes  No

**Citizenship Status**

Please select your Canadian citizenship status:

- Canadian Citizen
- Landed Immigrant
- Refugee
- Permanent Resident
- Work or Student Visa

**Written Responses**

**\*If each of the following questions is not filled out completely and in detail your application will not be processed and you will be contacted to re-apply. To answer these questions consider why you need the program and how the program will help you find employment.\***

1. Do you have a SIN Card or know your SIN Number?  Yes  No
2. Are you currently employed?  Yes  No
3. If you are not currently employed, when were you last employed?  
Month: \_\_\_\_\_ Year: \_\_\_\_\_
4. Why did you leave your most recent job? \_\_\_\_\_
5. What companies have you recently applied to for employment? When did you apply?

Position Applied For	Date Applied	Certifications/Training Needed





Calgary Drop-In & Rehab Centre

I declare that I have read and understood the notice on the front cover of this application and that the statements made on this application are true and correct to the best of my knowledge.

**Name:** \_\_\_\_\_  
Last Name First Name Middle Initial(s)

**Signature:** \_\_\_\_\_ **Date Signed:** MM DD YY

The personal information collected on this form, during the interview, or any other personal information collected and maintained as part of a student’s record, is collected under the authority of Section 11(b) of the Personal Information Protection Act. This information will be used to determine your eligibility for admission to the Career Training Initiative program at the Calgary Drop-In & Rehab Centre, to facilitate your enrollment, to administer and evaluate the Career Training Initiative program, and for statistical purposes. Certain information will also be disclosed to Alberta Employment and Immigration to comply with reporting requirements. Your personal information will be protected by the provision of the Personal Information Protection Act and can be reviewed on request. If you have any questions about the collection or use of this information, contact the Privacy Officer of the Calgary Drop-In & Rehab Centre at 423 – 4<sup>th</sup> Avenue S.E., Calgary, Alberta T2G 0C8 or (403) 266-3600.

**Send application by mail, fax or e-mail to:**

Career Training Initiative (CTI)  
Calgary Drop-In and Rehab Center  
423 – 4<sup>th</sup> Avenue S.E.  
Calgary, Alberta T2G 0C8  
E-mail [cti@thedi.ca](mailto:cti@thedi.ca)  
Fax: (403) 234-0677

If you are sending your application in by fax you must contact the CTI department to ensure that it was received.

**Or submit your application in person** at the Information Desk on the 1<sup>st</sup> Floor of the Calgary Drop-In & Rehab Centre

Questions? Contact us at: (403) 699-8282 or (403) 699-8283