



The Clear Hills County Continuing Education Scholarships Level 1 - Trades

**3 Application
deadlines per year:
February 1
June 1
October 1**

The Clear Hills County Continuing Education Scholarships are designed to recognize the accomplishments of Clear Hill County high school/post-secondary students registered in an apprenticeship, trades or post-secondary program. The scholarships encourage these students to continue and complete, an apprenticeship trade or post-secondary program and return to the Clear Hills County.

Level 1: \$15,000

- \$3,000 will be released in the first year and \$3,000 each consecutive year, pending active enrolment in the approved program.
- Eligible Programs: Post-Secondary, Apprenticeship, Trade
- Ineligible Programs: No potential employment opportunity within the County.
- Applicants: will physically attend a trade school, college or university
- Eligible Expenses: tuition, fees, room and board and/or books and supplies.
- Be pursuing (in their first year) or continuing (in their second or third year) an approved regular apprenticeship , trades program; OR pursuing or continuing a post-secondary education or degree at a business school, college or university
- Fund must be used to pursue apprenticeship, trades or post-secondary program in Alberta or Canada.
- Scholarship payment: Processed upon approval and completion of any necessary documentation or agreements.
- Repayment: Recipient will repay the scholarship if they do not complete the apprenticeship, trades or post-secondary program the scholarship was received for.
- Employment: Recipient agrees to retain employment in Clear Hills County or the surrounding area if no employment is available within the County boundaries following graduation.
- There will be a limit of one Level 1 Scholarship per Recipient.

Level 1 Trades Training Application

To apply, complete these steps:

STEP 1: Make sure you are eligible.

You must:

- Be a Canadian citizen or landed immigrant, and resident of Alberta;
- Be a resident of Clear Hills County or the Village of Hines Creek for no less than one year prior to submitting an application and a high school graduate.
- Be pursuing (in their first year) or continuing (in their second or third year) an approved regular apprenticeship or trades program
- Agrees to return to the Clear Hills County area to work.

STEP 2: Fully complete the Application Form.

- Your application must be accompanied by a teacher and/or employer recommendation (See Application Form)
 - Year 1 students - a recommendation letter from a high school teacher or counselor and copy of high school transcript.
 - Year 2 and 3 students– a transcript from the trade school.
 - Year 2 and 3 Apprentices - a completed employer recommendation. Form is enclosed.
- **Cover letter containing the following:**
 - **Your intentions for the Clear Hills County Continuing Education Scholarship funds.**
 - **Your goals for your future.**
 - **Why you feel you would be deserving of the scholarship funds.**
 - **A list of your trades related achievements and community involvement.**
 - **A copy of your resume.**
- **DO NOT Include a Photo**
- Your application must be complete. Incomplete applications will be removed from the selection process. An electronic version of this application form can be found in the Community Development folder of the Document Library at <http://www.clearhillscounty.ab.ca/cms/>

STEP 3: Mail in the form before the most suitable application deadline: February 1, June 1, or October 1 annually.

Send your completed application to:

Chief Administrative Officer
Clear Hills County
Box 240 Worsley, Alberta
T0H 3W0

You will be notified of the status of your application within 30 days of the applicable application deadline.

If you have any questions about the scholarship, please contact Clear Hills County at 780-685-3925 or the Principal of your school.

Application for Clear Hills County Continuing Education Scholarships

Incomplete applications will be deemed ineligible and will be removed from the selection process.

We are collecting personal information in this application under the authority of section 33© of the Freedom of Information and Protection of Privacy Act, c. F-25, RSA 2000 to determine and verify your eligibility for an Clear Hills County Continuing Education Scholarship under the Alberta Heritage Scholarship Act, c. A-24, RSA 2000 and for research and statistical purposes. If you have any questions about the collection of this information, you can contact the Director, Alberta Scholarship Programs, 4th Floor, 9940-106 Street, Edmonton, Alberta, T5K 2V1. Phone 780.427.8640.

(Please print legibly using blue or black ink.)

Alberta Student Number: _____ Social Insurance Number: _____

Apprentice I.D. Number(if applicable): _____ / _____
(Trade Number) (Apprentice I.D.)

Gender Male Female Birth Date (dd/mm/yy) _____

Program you are enrolled in? _____

Last Name: _____ First Name: _____

Mailing Address: _____

Town: _____ Province _____ Postal Code _____

Telephone Number: _____ Cell Number: _____

Email Address: _____

Year 1 Students:

Name of High School _____ School Code _____

Year 2 & 3 Students:

Name of Trade School: _____

Number of hours of on-the job training and work experience completed in your trade: _____

Have you registered for apprenticeship technical training? *(please check one)* Yes No

If yes, where? _____ Class Number _____

Mail completed applications to: Clear Hills County Continuing Education Scholarships

Chief Administrative Officer
Clear Hills County
Box 240 Worsley, Alberta
T0H 3W0

You will be notified of the status of your application within 30 days of the appropriate application deadline.

Residency

Citizenship (please check) Canadian Citizen Landed Immigrant

NOTE: if you are a Landed Immigrant, you must include a photocopy of your permanent resident card or immigration long form. Visa students are ineligible.

Have you lived in Clear Hills County all your life? (Please check) Yes No
If no, since

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(dd/mm/yy)

Do your parents live in Clear Hills County? (Please check) Yes No

Tell Us About Yourself

To be considered for the Clear Hills County Continuing Education Scholarships, you must include one or two paragraphs telling us about yourself, confirming your plans to continue in your trade, and why this career choice is a good fit for you. Use additional sheets or attach typewritten pages as required. Please write legibly or attach a typed description of yourself to the application.

Your written comments are very important to your evaluation for a scholarship.

Application Deadline: February 1, June 1 or October 1 annually

APPRENTICE/TRADES APPLICATIONS

Employer Recommendation

Clear Hills County Continuing Education Scholarships

NOTE TO APPLICANT: Print your name and trade program in this section before giving this form to your employer or supervising certified tradesperson.

Name of Applicant _____

Apprentice I.D. Number (If have one) [Trade No.] [Apprentice I.D.]

Apprentice/Trade Name _____

NOTE TO THE EMPLOYER OR PERSON AUTHORIZED ON BEHALF OF THE EMPLOYER TO COMPLETE THIS FORM (SUPERVISOR OR SUPERVISING CERTIFIED TRADESPERSON):

Your assessment of this apprentice is an important component in the scholarship selection process and **must** be submitted before **the appropriate application deadline (February 1, June 1 or October 1 annually)** for the applicant to be considered for a Clear Hills County Continuing Education Scholarship.

Please complete and sign the Employer Recommendation form and submit prior to the application deadline.

This apprentice has worked for me a total of _____ hours in the trade.

I rate this student or apprentice as follows: (Please note: 1=poor, 10=excellent)

Table with 11 columns (1-10) and 3 main rows. Row 1: Trade/Professional Skills. Row 2: Attitude Toward (Training, Co-workers, Workplace). Row 3: Work Habits (Safety, Attendance, Willingness to learn, Respect for others' property). Columns are labeled Poor and Excellent.

Your written comments are also very important to the evaluation of this apprentice. Please provide your comments on the reverse side.

APPRENTICE/TRADES APPLICATIONS

Employer Recommendation (page 2)

In addition to your assessment on the previous page, describe this apprentice to the selection committee. In your opinion, do you believe this student/apprentice is well suited to the trade? Explain. Use additional sheets if required. Please write legibly or attach a typed description.

Dates apprentice employed with company: From To OR Check box if still employed with the company.
(dd/mm/yy) (dd/mm/yy)

Full Company Name

Address

Town Province Postal Code

Name of Person Completing this form (please print)

Position of person completing this form: Teacher Employer Supervisor Certified Tradesperson

Signature _____ Date
(dd/mm/yy)

This form may be returned to the student/apprentice to be mailed with their completed scholarship application **OR** mailed directly to the following address:

Clear Hills County
Box 240
Worsley, Alberta
T0H 3W0

Please complete and sign this two page Employer Recommendation form and submit before *the application deadline.*

Scholarship Agreement:

I, _____ do hereby agree that following the graduation of my apprenticeship or trade program from _____ I will live and obtain employment within (name of community) _____ for at least _____ year(s) .

I, _____ agree to provide, the Clear Hills County administrator of the Continuing Education Scholarship which I have received, with a copy of my Journeyman ticket as well as a summary of how the funds were utilized on or before December 31st of the year I have graduated from my apprenticeship or trade.

If I, _____ do not complete my apprenticeship or trade program and do not obtain journeyman status, I agree to return the funds obtained from the Clear Hills County Continuing Education Scholarship fund to Clear Hills County 313 Alberta Avenue Box 240 Worsley Alberta T0H 3W0

Signature of witness

Signature of Student

Witness contact information: _____

Use of Funds and Reporting Requirements:

- Funds must be used to pursue an apprenticeship or trade program in Alberta or Canada
- Funds may be used for tuition, fees, room and board and/or books and supplies.
- An accounting of how the funds were used will be forwarded to Clear Hills County.
- Applicant agrees to retain employment in Clear Hills County or the surrounding area if no employment is available within the County boundaries following graduation.

Double check your application! Have you:

- Answered all of the questions and checked all of the appropriate boxes in a neat and legible manner?
- Included your Alberta Student Number?
- Included the cover letter
- Included your resume
- Included your high school OR post-secondary transcript?
- Apprentices - Included your apprentice I.D. number?
- Apprentices - Filled in the boxes on page 3 asking for number of hours of on-the-job training or work experience?
- Apprentices - Included the completed employer recommendation form? (or your employer can mail it separately)
- Year 1 students - Attached a recommendation letter from your high school teacher?
- Sign the form?
- DO NOT include a Photo

Failure to do any of the above can result in your application being deemed ineligible. Please double check your application to ensure it is complete.