



**Quartz Valley Indian Reservation
Education Department**

ADULT VOCATIONAL PACKET

Contact Information

**13601 Quartz Valley Road
Fort Jones, CA 96032
(530) 468-5907 ph
(530) 468-5908 fax**

**Frieda Bennett-Education Director
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QUARTZ VALLEY INDIAN RESERVATION JOB PLACEMENT AND TRAINING APPLICATION

The following documents are needed to complete your QVIR Adult Job Placement and Training Grant Application:

1. **QVIR Adult Job Placement and Training Application**
2. **Tribal Enrollment Membership Certification or Verification**
3. **Letter of Acceptance/Re-Admission from College**
4. **Official High School Transcripts of GED**
5. **Current College Transcript**
6. **Attach copies of all transcripts or certificates beyond high school level**
7. **Financial Needs Analysis**

The Quartz Valley Indian Reservation is requesting the following list of documents to complete your file. If any or all of the documents are not presented, your application process will be postponed.

Please allow at least six (6) weeks for the processing of your application.

Funds are awarded to participants who have fulfilled all requirements. By completing an application it does not guarantee you will receive funding/services.

Financial Assistance is based on the time of request, financial need, and funding availability. The "Financial Needs Analysis" is to be completed by the Training Institution's Financial Aid Department and returned directly to the QVIR Education Department.

This form can be sent by fax to: **(530) 468-5908**
Attn: Education Department
Re: Financial Needs Analysis

Or mailed to: **Quartz Valley Indian Reservation**
Attn: Education Department
13601 Quartz Valley Indian Road
Fort Jones, CA 96032

Quartz Valley Indian Reservation Job Placement & Training

JOB PLACEMENT AND TRAINING: the purpose of the Job Placement and Training Program is to assist Indian people to acquire the job skills necessary for full time satisfactory employment.

ELIGIBILITY LIST:

- a) Applicants must be an adult Member of the Quartz Valley Indian Reservation and reside on or near the Quartz Valley Indian Reservation's service area.
- b) Eligible individuals shall be at least eighteen (18) years of age; with an understanding that High School Graduates shall be eligible at the age of seventeen (17) years. The program is designed primarily for persons between the ages of eighteen (18) and thirty-five (35) years. Individuals are eligible assuming training will lead to permanent employment and is otherwise feasible in terms of health and physical capability.
- c) An applicant must be in need of training in order to obtain reasonable and satisfactory employment; must be inexperienced and without additional training would result in extreme hardship for the applicant; and/or is in need of financial assistance in order to obtain such training. It must also be feasible for the applicant to pursue.
- d) Selection of applicants shall be made without regard to sex or marital status, providing they meet the requirements of paragraphs (a), (b), and (c) of this section.
- e) An applicant cannot receive more than two (2) repeats of training/funding services. Repeat training services will be determined on an individual basis; taking into account need, ability, prior performance and present motivation of the applicant. No client will automatically be entitled to receive the repeat of services. **EXCEPTION:** If additional funding should not be provided it would create financial misfortune for the participants.

**Quartz Valley Indian Reservation
APPLICATION FOR
ADULT JOB PLACEMENT & TRAINING**

Personal Information

(Please Print Clearly)

Name: _____		Date of Birth: ____/____/____	
Social Security Number: ____-____-____			Age: _____
Mailing Address: _____			
Physical Address: _____			
Telephone Number: _____		Message Phone Number: _____	
Email Address: _____		Are you a Veteran: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are you a QVIR Tribal Member: Yes <input type="checkbox"/> No <input type="checkbox"/>		Tribal Enrollment Number: _____	
Marital Status: Single <input type="checkbox"/> Married <input type="checkbox"/> Widow <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/>			
Number of Dependents: _____		Number of Children in School: _____	
FINANCIAL ASSESSMENT (per month):			
Total Household Income: \$ _____		Child Support Received for all children: \$ _____	
AFDC, GA, Food Stamps, etc: \$ _____		Worker's Compensation: \$ _____	
Social Security Income (SSI): \$ _____		Are benefits available for training through SSI: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Asset Other Income and Benefits (i.e. dividends, per capita payments, etc): \$ _____			
Asset Cash, Savings, Checking Account Value: \$ _____		Asset Do you own a Home: Yes <input type="checkbox"/> Value: \$ _____	
Asset Do you own a vehicle(s): Yes <input type="checkbox"/> Value: \$ _____		Total Value of all assets: \$ _____	
Expense Monthly House payment: \$ _____	Expense Monthly Rent Payment: \$ _____	Expense Monthly Vehicle Payment: \$ _____	
Expense Monthly Payment of Child Care/Babysitting: \$ _____		Expense Child Support Payment: \$ _____	
Expense Monthly Payment(s) on other loans (banks, credit cards, etc): \$ _____		Total Value of Expenses: \$ _____	
IN CASE OF AN EMERGENCY CONTACT:			
Name: _____		Relationship: _____	
Mailing Address: _____			
Telephone Number: _____		Message Phone Number: _____	
CERTIFICATION OF ACCURACY OF INFORMATION PROVIDED:			
I certify the information given is full and correct.		Signature & Date: _____	

**Quartz Valley Indian Reservation
EDUCATIONAL INFORMATION for
ADULT JOB PLACEMENT & TRAINING**

Request: **Initial:** **Repeat:**

Education: **Highest Grade Completed:** _____

School Attended & Date(s):

Type of training you are applying for: _____

Do you have any physical limitations that would interfere with your training? YES: NO:

If yes, please explain: _____

Have you had previous training? YES: NO:

If yes, please explain: _____

Training Location Desired: _____

Training: **Course No. and Title:** _____

School and Address: _____

Do you have income from any source? Yes: No:

If yes, please explain: _____

EMPLOYMENT HISTORY: LIST LAST THREE EMPLOYERS, STARTING WITH THE MOST CURRENT

DATE, MONTH, YEAR	NAME, ADDRESS & TELEPHONE NUMBER	SALARY WAGE	TITLE	REASON FOR LEAVING

**Quartz Valley Indian Reservation
TERMS & CONDITIONS for
ADULT JOB PLACEMENT & TRAINING**

I hereby agree to attend the training facility indicated on this application. _____

I shall follow all rules, regulations, and attendance requirements of the training facility to the best of my ability and will satisfactorily complete the courses in which I have selected. _____

I agree that the awarded funds issued to me for training purposes by Quartz Valley Indian Reservation (QVIR) will be used for the training and other training associated costs. _____

I also agree that if the awarded funds are not used for the purpose intended, I must repay these funds to the Quartz Valley Indian Reservation. _____

I will notify the QVIR JPT Program Coordinator, if I withdrawal from school at any time during the current academic year and I will return any unused portion of the grant to the QVIR upon the withdrawal from school. _____

I understand that I must apply for other training funds/assistance such as Pell grant, etc. This will be included in my financial aid package. _____

I agree and understand all the above conditions, _____

Applicant's Signature

**Quartz Valley Indian Reservation
PRIVACY ACT AND PAPERWORK REDUCTION ACT STATEMENT for
ADULT JOB PLACEMENT & TRAINING**

- 1) Disclosure of the requested information by the applicant is voluntary, but required to obtain benefits.
- 2) The purpose of this information collection is determining your eligibility for services.
- 3) The routine use of this information is by QVIR JPT Program Coordinator to evaluate your request and to assist you before and during your training. After completion of training parts or all of the information in you application will be provided to employers who are considering you for employment. QIVR JPT Program Coordinator will use the application in a routine manner with the people involved in the financial department who need budgeting information contained in this application.
- 4) Failure to provide requested information may result in a delay or denial in receiving training you are seeking.

I have read the above statements. I hereby provide the required information and authorized the use of such information to the extent of uses specified in the statement.

Applicant's Signature: _____

Date: _____

QVIR JPT Program Coordinator: _____

Date: _____

Quartz Valley Indian Reservation
SATISFACTORY PROGRESS CONDITIONS for
ADULT JOB PLACEMENT & TRAINING

Individuals who enter into the Adult Job Placement & Training Program are accountable to the provisions of this part and are required to make satisfactory progress in training.

Program participants shall maintain a reasonable standard of conduct. Failure to meet these requirements due to reason within the trainees' control may result in termination of training benefits.

Individuals in Institutional Vocational Training courses are required to give evidence of progress by authorizing the institution attending to provide grade and/or progress reports to the appropriate contact office.

I HAVE READ AND UNDERSTAND THE FOLLOWING REQUIREMENTS FOR THE QUARTZ VALLEY INDIAN RESERVATION'S ADULT JOB PLACEMENT AND TRAINING PROGRAM.

(INITIAL)

I, _____, give my permission/consent to the Adult Job and Training Program Coordinator or Educational Department Employee affiliated/or associated with this program to request information from the Institution/Facility attending to provide course grades and/or progress reports.

Applicants Signature: _____ Date: _____

**Quartz Valley Indian Reservation
FINANCIAL NEEDS ANALYSIS for
ADULT JOB PLACEMENT & TRAINING**

Name: _____	Last (4) digits of Social Security Number: XXX-XX-_____
Mailing Address: _____	
Tribal Affiliation: _____	Tribal #: _____

TO BE COMPLETED BY COLLEGE FINANCIAL ADVISOR

This student has applied for Quartz Valley Indian Reservation (QVIR) Vocational Training Grant. This applicant is required by federal rules/regulations to apply for college base aid, Pell Grant, State Grants and other sources of aid available. Verified financial need information is needed through your office before QVIR can take action on this student's application. THANK YOU FOR YOUR ASSISTANCE.

Budget Period: From _____ to _____, this will start on (date): _____

This student is considered: _____ Independent _____ Dependent

\$ _____	Budget	\$ _____	Tuition & Fees	+	\$ _____	Books and Supplies
		\$ _____	Room & Board	+	\$ _____	Transportation
		\$ _____	Personal & Child	+	\$ _____	Other

\$ _____ Expected Parental Contribution (Calculated from the SAAC)
 \$ _____ Expected Student Contribution (Combination of school year, earnings, assets & summer earnings/savings)
 \$ _____ Spouse's Contribution (If applicable)
 \$ _____ Financial Need

Outside Aid/Resources					
PELL GRANT	\$	WORK STUDY	\$	SCHOLARSHIPS	\$
SOCIAL SECURITY	\$	VOCATIONAL SCHOOL	\$	VETERAN BENEFITS	\$
EOP/EOPS	\$	AFDC	\$	CAL GRANT	\$
BOG	\$	OTHER	\$	TOTAL	\$

WE RECOMMEND QVIR CONSIDER AWARDING THIS STUDENT: \$ _____

FINANCIAL AID OFFICER (PRINT NAME)

FINANCIAL AID OFFICER SIGNATURE

DATE

COLLEGE NAME

EMAIL ADDRESS

TELEPHONE #

MAIL TO:	QUARTZ VALLEY INDIAN RESERVATION ATTN: EDUCATION DEPARTMENT 13601 QUARTZ VALLEY ROAD FORT JONES, CA 96032	OR	FAX TO:	(530) 468-5908 ATTN: Education Department Re: Financial Needs Analysis
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Quartz Valley Indian Reservation
ADULT JOB PLACEMENT & TRAINING PROGRAM
FORM

I, _____, understand that in order to receive services from the Job Placement and Training Program I must complete and provide all required documentation, and that approval is based on funding availability; whether it is Direct Services, Adult Vocational, On-the-Job Training Assistance or a Position. Approval of an applicant is based on federal guidelines.

According to the Bureau of Indian Affairs, Code of Federal Regulation, Part 46 Adult Education Program (Subpart A, 46.20 Program Requirements (b)) The Adult Education Office, to ensure efforts that no duplication of services exists, will identify other services in the area, including those offered by Federal, State and Tribal entities, that are designed to meet the same needs as those to be addressed by the project, and the number of Indian adults who receive those services.

I understand the meaning of the above CFR regulation, which means that I cannot request the same exact assistance from any other organizations. I understand that I may be able to request different financial assistance from other organizations.

I FULLY UNDERSTAND THE ABOVE STATEMENT: _____
INITIAL

I understand that the Quartz Valley Indian Reservation will be collaborating with the Northern California Indian Development Council Inc. and other Federal, State, or Tribal agencies/or organization, to guarantee that requested services are not being duplicated.

I give consent for the QVIR Education Department to obtain information from other agencies. All information obtained will be stamped confidential and placed in your file.

All JPT participants are required to sign this form in order to receive the Job Placement & Training Assistance and Services.

I FULLY UNDERSTAND AND AGREE TO ALL THE ABOVE CONDITIONS:

Participant's Signature: _____ Date: _____

By signing this document I am certifying that all information provided orally and on this application is true to the best of my knowledge. I am aware that such information is subject to verification and the falsification of this information shall be grounds for my termination from any program in which I am participating and I may be subject to prosecution under the law.

You must sign this portion, to retain or receive services.

Applicant's Signature: _____ Date: _____