

C. Education History

Secondary School Completion Date:		(MM/YYYY)
Post Secondary Education: Diplomas, Degrees (Please describe)	Special Certification or Licences: (Please describe)	
<p>Have you received Education Leave through the GN/NWT in the past?</p> <p style="text-align: center;">Yes No</p> <p>If yes, please describe the program, the duration, the sponsoring Department, and when it was taken.</p>		

D. Training and Development History

Please describe any training programs you've completed and career development activities you've participated in.	
Course/Program/Activity Name	Date (YYYY)

E. Position of Interest (Target Position)

Which hard-to-fill or specialist position/career path in the GN are you interested in?

Have you participated in job shadowing of the position/career path?

If yes, please provide dates and which department and division.

If no, are you familiar with the scope of the position's responsibilities?

What are the educational requirements for the position/career path?

F. Request for Amaqtaarniq Leave

Program of Study (Please provide the name of the program and a brief description here, and **attach a program outline or syllabus from the educational institution**)

Educational Institution

Location

Term of Leave:

Start date:

End date:

Duration:

(# years)

(MM/YYYY)

(MM/YYYY)

Upon completion you will earn:			
Degree	Diploma	Licence	Certification
Are there other institutions that offer the same program of study?			
Yes	No		
If yes, what are your reasons for choosing the institution that you did?			

G. Financial Assistance Request

Amaqtaarniq Education Program provides an annual allowance that is equivalent to your current base salary. In addition, the program will cover the actual costs of your education. Please provide the cost of the financial assistance you will need and **attach supporting documentation for the totals below.**

Estimated Education Costs (Tuition, books, student fees, etc)	\$
Estimated Travel Costs (see Guidelines for # trips)	\$
Estimated Relocation Costs	\$

H. Additional Comments

Please provide any additional information that you feel is relevant to your application or that you would like the Review Committee to consider when reviewing this application.

I. Applicant Declaration

I certify that the information provided is, to the best of my knowledge, true and accurate and that I have read and understood the Amaaqtaarniq Education Program Guidelines.

Applicant's Signature:

Date:

(dd/mm/yyyy)

PART II. TO BE COMPLETED BY DIRECTOR IN TARGET DEPARTMENT**A. Department Training Plans**

How will the skills and knowledge gained by the applicant during this program of study help in filling specialist or hard to fill positions in your Department?

How will this program of study enhance the public service career path of the applicant?

Will this course of study support the Department's Inuit Employment Plan?

Yes

No

If yes, please provide details.

B. Additional Comments

After you have reviewed this application, please provide any additional information that you think is relevant and that you would like the Review Committee members to consider when they review the application.

C. Recommendation

I recommend this Amaaqtaarniq Education Leave application for approval:

Name:

Position Title:

Signature:

Date:

(yyyy/mm/dd)

PART III TO BE COMPLETED BY APPLICANT'S CURRENT SUPERVISOR**A. Capacity**

What steps will be taken to ensure that operational requirements will be met when the employee goes on Amaqtaarniq leave?

B. Additional Comments

After you have reviewed this application, please provide any additional information that you think is relevant and that you would like the Review Committee members to consider when they review the application.

C. Recommendation

I recommend this Amaqtaarniq Education Leave application for approval:

Supervisor:

Name:

Position Title:

Signature:

Date:

(yyyy/mm/dd)

Director (if different than supervisor):

Name:

Position Title:

Signature:

Date:

(yyyy/mm/dd)

ATTACHMENTS

After completing the application and getting the necessary signatures, please submit along with the following attachments:

- **An up-to-date resume**
- **Program curriculum**
- **Detailed information to support financial estimates**
- **Any other information you would like the review committee to consider as it reviews your application.**