

School of Community Government Administrative Assistant Training Program Registration Form (S of CG)



INSTRUCTIONS

- Ensure all personal information is correct.
- Confirm program schedules and delivery locations with S of CG.
- Applicants are responsible for contacting their sponsoring Agency.
- Please submit Fees: Course(s) \$ 300.00
Workshop(s) \$ 50.00/Day
- Space is usually limited to 15 participants based on receipt of Registration.

FEE PAYMENT

Cheque or money order payable to:
Government of the Northwest Territories

Forward registration form and cheque or money order to:
School of Community Government,
Municipal and Community Affairs
Suite #600, 5201 – 50th Avenue, X1A 3S9
Fax (867) 873-0584

Personal Information

Name: _____ Male Female

Mailing Address: _____ Mailing Community: _____ Postal Code: _____

Residing Community _____ Phone: (Home): _____ Phone: (Work) _____

Fax No.: _____ Email: _____ Occupation: _____

Employment Information

Employer: _____ Supervisor's Name: _____

Position: _____ Address _____ Community _____

Postal Code _____ Phone _____ Email: _____

STATUS: Dene(First Nation) Métis Inuit Non-Aboriginal

Please indicate if your intentions are to complete the full program or simply this course or a few other courses.

Full program Some courses This course only

PROGRAM AREAS:

Computer Foundations	May 12 – 18, 2005	Deline
Office Procedures	June 3 – 7, 2005	Fort Good Hope
Bookkeeping for Community Governments	June 9 – 13, 2005	Inuvik
Computer Foundations	August 18 – 25, 2005-08-17	Bechoko
Office Procedures	September 15 – 21, 2005	Hay River
Bookkeeping	September 22 – 28, 2005-06-29	Tulita
Advanced Computer Applications	October 12 – 18, 2005	Yellowknife
Advanced Office Procedures	November 16 – 22, 2005	Yellowknife
Computer Foundations	February 22 – 28, 2006	Holman

FOR SPECIFIC PROGRAM INFORMATION CONTACT:

PHONE 1-877-531-9194 (toll free)

Headquarters
Sharon Morrison
Sharon_morrison@gov.nt.ca
Telephone: (867) 920-6105, Fax: (867) 873-0584

Beaufort/Delta Region
Mandie Abrams,
mandie_abrams@gov.nt.ca
Telephone: (867) 777-7253, Fax: (867) 777-7352

Sahtu Region
Tony Grandjambe
tony_grandjambe@gov.nt.ca
Telephone: (867) 587-2167, Fax: (867) 587-2044

Deh Cho Region
Ron Hardisty
ron_hardisty@gov.nt.ca
Telephone: (867) 695-7223, Fax: (867) 695-2029

North Slave Region
Patrick Scott
patrick_scott@gov.nt.ca
Telephone: (867) 920-8079, Fax: (867) 873-0622

South Slave Region
Sabrina Broadhead
sabrina_broadhead@gov.nt.ca
Telephone: (867) 874-5079, Fax: (867) 874-4603

SIGNATURE: I certify that the information provided is correct. If admitted, I agree to comply with any guidelines, rules, regulations and policies of the School of Community Government including those of the instructor. I also understand that my course records may be distributed to my sponsor/employer upon request.

Signature of Applicant: _____ **Date:** _____

Signature of Employer: _____ **Date:** _____

Organization of Employer: _____

1-(867) 873-0584

FORM

BACK

FAX