



Public Service Alliance of Canada – Ontario Region

Advanced Representation Training for Stewards APPLICATION FORM

Please complete return by Friday, October 21

Or online: <http://ontario.psc.com/advanced-geo-based-course-application-form-2016-arts>

COURSE INFORMATION

Course Name: *Advanced Representation Training for Stewards*

Course Date and Location: Nov. 24-27, 2016

P.S.A.C. Toronto Regional Office, Large Boardroom, 6th Floor,
90 Eglinton Ave East, Toronto, ON M4P 2Y3

PERSONAL INFORMATION

Name:

PSAC ID #:

Home Address:

City/Province:

Postal Code:

Work Tel:

Home Tel:

Work E-mail:

Home E-Mail:

Local and Component/DCL:

Employer and work location:

PSAC Regional Office:

Position in Local:

ADDITIONAL NEEDS: ACCESS AND DIET REQUIREMENTS

The PSAC is committed to ensuring that the accessibility and dietary requirements (if applicable) of our members are respected. If you have any persistent or permanent physical, mental, learning or sensory impairment as recognized under the *Canadian Human Rights Act* and have additional needs that you require accommodation for, please **complete the attached *REQUEST FOR ACCOMMODATION OF A DISABILITY* form.** (i.e. special diet; use of a wheelchair, walker or crutches; blind or visually impaired; deaf or hearing impaired; need assistance leaving room in an emergency; allergies).

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Self- Identification (Optional) CONFIDENTIAL

The PSAC is committed to ensuring that PSAC Education Programs are accessible to ALL members. The information requested in this section will help us assess our success in reaching members who belong to groups identified in the PSAC Human Rights Policy.

Are you an Equity Group Member?	<ul style="list-style-type: none"> – Woman – Aboriginal Member – Racially Visible Member – Member with Disabilities – Gay, Lesbian, Bisexual, or Transgendered Member 	
Young Worker (Age 35 or under)	YES	NO

ROOM ACCOMMODATIONS

Accommodations are based on single occupancy.

ALL ROOMS ARE NON-SMOKING – THERE ARE DESIGNATED SMOKING AREAS OUTSIDE

This course is in-residence with the exception that participants who live 40 kilometers or less from the course location will require pre-approval from the Regional Office to stay in-residence.

Will you be staying in-residence?	
Sharing a room? With whom?	

TRAVEL ARRANGEMENTS

Please indicate your mode of travel.

Participants are expected to travel by the most direct, economical means.

Air	
Rail	
Bus	
Driving	
Will you be carpooling? With Whom?	

UNION ACTIVITIES

How long have you been a PSAC member?

What is (are) your current union position(s)?

COURSE PREREQUISITES

Please describe your experience and training regarding ...

... representing members in the workplace in general

... presenting a grievance or complaint at a hearing/meeting with the employer

Please list the type(s) of issues or grievance topics you have dealt with or are aware of in your workplace:

What ONE representation skill are you specifically interested in improving?

What ONE workplace issue do you specifically want to learn how to deal with?

Have you completed the TUB (Talking Union Basics) course? Yes / No

If yes, where and when? _____

Have you completed the NAPC
(National Aboriginal People's Circle) course? Yes / No

If yes, where and when? _____

Have you completed the GH (Grievance Handling) course? Yes / No

If yes, where and when? _____

Have you completed the Steward Series Tier One courses Yes / No

If yes, where and when? _____

*Tier 1 Steward Series online courses are found here: <http://psacunion.ca/stewards-series-training>

COURSE ENVIRONMENT

HARASSMENT-FREE: All PSAC events, including this course, are covered by the **PSAC Statement on Harassment**. Alliance Education courses are harassment-free. We can neither condone nor tolerate behaviour which undermines the full and equal participation of all in union activities.

SMOKE AND SCENT-FREE: All PSAC events, including this course, are smoke and scent-free. To assist members with environmental sensitivities, this course will be a scent-free event.

APPLICANT SIGNATURE and COMMITMENT

Applicant: With this application, I agree to attend and participate in all course sessions, including scheduled evening sessions, and to complete all assignments. I have read the Alliance policy documents on human rights and harassment provided by my local, and understand my responsibilities in accordance with them

Signature of Applicant:

Date of Application:

Signature required of one of the following:

PSAC Local President; Chair of Regional Council Committee; Chair of a Regional Women 'Committee; Chair of a Human Rights Committee; Chair of a Young Worker Committee; President of an Area Council

Signature:

Title:

I recommend that the above member attend this course as it meets a training need of the Union. Specifically, the training will be used to the benefit of the membership at a Regional or Local level.

***This document can be made available in various electronic formats (i.e. rich text format, PDF), on disc, and in Braille. Please contact your PSAC Regional Office for more information*