

## School of Community Government Administrative Assistant Training Program Registration Form (S of CG) 2006-2007



**(Sharon)**

**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 – 50<sup>th</sup> 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

- \_\_\_ **Office Procedures** for Community Governments (Deline) May 5 -10, 2006
- \_\_\_ **Computer Foundations** for Community Governments (Hay River) June 8 – 13, 2006
- \_\_\_ **Communicating With the Public** (Fort Simpson) October 25 – 30, 2006

**FOR SPECIFIC PROGRAM INFORMATION CONTACT: PHONE 1-877-531-9194 ( toll free )**

**Headquarters**  
Sharon Morrison  
Sharon\_morrison@gov.nt.ca  
Telephone: (867) 873-7059, Fax: (867) 873-0584

**Beaufort/Delta Region**  
Yvonne Carpenter  
yvonne\_carpenter@gov.nt.ca  
Telephone: (867) 777-7253, Fax: (867) 777-7352

**Sahtu Region**  
Barry Harley  
barry\_harley@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**  
Terry Testart  
terry\_testart@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:** \_\_\_\_\_

FAX BACK FORM 1-(867) 873-0584