

# Advanced Representation Training for Stewards (ARTS) APPLICATION FORM

**October 23 – 26, 2015 (for Alberta members only) – application deadline is October 2, 2015**

**November 6 – 9, 2015 (for Saskatchewan members only) – application deadline is October 26, 2015**

COURSE INFORMATION	
Course Name: <i>Advanced Representation Training for Stewards</i>	
Course Date and Location: <b>(choose either Alberta or Saskatchewan)</b>	
PERSONAL INFORMATION	
Name:	
PSAC ID #:	
Home Address:	
City:	Postal Code:
Work Tel:	Home Tel:
Work E-mail:	Home E-Mail:
Local and Component/DCL:	
Employer and work location:	

**UNION ACTIVITIES**

How long have you been a PSAC member?

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

**COURSE PRE-REQUISITES**

Please describe your experience and training regarding ...

*... representing members in the workplace in general*

*... presenting a grievance during 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? \_\_\_\_\_

### 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 provide additional information below: (i.e. dietary restrictions; use of a wheelchair, walker or crutches; blind or visually impaired; deaf or hearing impaired; need assistance leaving room in an emergency; allergies).

### COURSE ENVIRONMENT

**HARASSMENT-FREE:** All PSAC events, including this course, are covered by the *PSAC Statement on Harassment*.

**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.

### APPLICATION COMMITMENT

**APPLICANT:** By submitting this application form you are agreeing to attend and participate in all sessions and to complete all assignments. You also agree to read the PSAC policy documents on harassment and scent-free environments and be aware of your responsibilities in accordance with them before the course begins.