

Thank you for your interest in the Women Building Futures Heavy Equipment Operator Program. Applications are accepted on an ongoing basis.

If you need help completing this form or have any questions, you can contact Women Building Futures:

Address: 10326 – 107 Street, Edmonton, AB T5J 1K2

Phone: 780-452-1200

Toll free: 1-866-452-1201

Fax: 780-452-1279

Email: [application@womenbuildingfutures.com](mailto:application@womenbuildingfutures.com)

**Online Applications:**

- Complete and save the application form to your computer
- Send the application to Women Building Futures

**Paper Applications:**

- Print the application form
- Sign and send to Women Building Futures

*Incomplete applications will not be processed.*

## Instructions and Program Requirements

1. Read all the questions carefully and answer them completely.
2. When completing the application by hand, use ink.
3. Include the following documents to your application:
  - Resume
  - Copy of Class 5 driver's license
  - Driver's abstract

**Entrance Requirements for the Heavy Equipment Operator Program:**

- Class 5 driver's license
- Driver's abstract
- Pass WBF entrance Math and English exam (grade 10 level)
- Dependability
- Highly motivated
- Positive 'get it done' attitude
- Good eye-hand coordination
- Reliable child care in place, as applicable
- Physically fit

**The following are not requirements but highly recommended as the majority of employers list them as requirements:**

- Grade 12 certificate or GED

## Course Withdrawals & Cancellations

**Course Withdrawals:**

Accepted students who withdraw ten business days or less from the start of their course may be charged a fee to recover Women Building Future's administrative costs.

**Course Cancellations:**

WBF reserves the right to cancel programs. Every effort will be made to contact students by phone or email. In such cases, a full refund will be provided.

# Application Form Heavy Equipment Operator Program

Check one of the following:

- This is my first application to a Women Building Futures program.  
 This is not my first application to a Women Building Futures program. I last applied \_\_\_\_\_

What is your preferred start date? \_\_\_\_\_ (Visit our [Application Process](#) page online for a list of start dates)

Section 1 – Applicant Information		
Last Name	First Name	Date of Birth
Home Phone	Cell Phone	Email
Address (Apt, Street & Number)		
City	Province	Postal Code
What is your citizenship status in Canada?	<input type="checkbox"/> Canadian Citizen	<input type="checkbox"/> Permanent Resident
Do you hold a valid driver's license?	<input type="checkbox"/> Yes      What Class? _____	<input type="checkbox"/> No
If you wish to declare you are an Aboriginal person, please specify?	<input type="checkbox"/> Status First Nation <input type="checkbox"/> Non-Status First Nation	<input type="checkbox"/> Métis <input type="checkbox"/> Inuit
The Women Building Futures Suncor Energy Training Facility has 42 housing units, if available, are you interested in applying to live in one of the units?		<input type="checkbox"/> Yes <input type="checkbox"/> No

Section 2 – Education & Training	
Please indicate your highest level of education completed:	<input type="checkbox"/> Less than Grade 8 <input type="checkbox"/> Grade 8 <input type="checkbox"/> Grade 9 <input type="checkbox"/> Grade 10 <input type="checkbox"/> Grade 11 <input type="checkbox"/> Grade 12 <input type="checkbox"/> Some University/College <input type="checkbox"/> University/College Diploma

List any other training programs/courses that you have attended in the past year. If you need more space, put the additional information on a separate page and attach it to the application form.

Program/Course:	Name of School:
Did you receive funding for this program/course?	If yes, from where?
Did you complete the program/course?	If no, please briefly explain why:

Section 3 – Payment Information	
How will you be paying for the cost of tuition?	<input type="checkbox"/> Certified Cheque <sup>1</sup> <input type="checkbox"/> Debit Card <input type="checkbox"/> MasterCard <input type="checkbox"/> Money Order <sup>1</sup> <input type="checkbox"/> Visa <input type="checkbox"/> Applying for funding <sup>2</sup>

<sup>1</sup>Payable to Women Building Futures

<sup>2</sup>If you check this box, you will need to complete a Funding Application Form to be considered for funding.

## Section 4 – Employer Expectations and Personal Decision Making

To fulfill the vision of Women Building Futures of empowering women to succeed in non-traditional careers, we require you to do some research about your chosen career path to ensure you have a good understanding of what a career in the trades entails. This information will assist us in assessing your readiness in entering into our Heavy Equipment Operator Program.

If you need more space to answer the questions completely, put the additional information on a separate page and attach it with the application form.

1. Tell us about the research you have done to help you choose heavy equipment operating as a career path.
2. What kind of skills and qualities do you think someone needs to be a successful heavy equipment operator?
3. Why do you think a career in heavy equipment operating is a good fit for you?
4. It is not mandatory that you have experience in the trades but if you do, please tell us about it. (i.e. home renovations, work) You can also list any transferable skills you may have.
5. Do you have any current or past health or physical problems that would interfere with your ability to do this kind of work (i.e. lifting, crawling, sitting long periods)?

Yes  No

If yes, what are they?

6. Do you have children?

Yes  No

If yes, childcare arrangements must be in place to ensure ZERO absenteeism. Please tell us what arrangements you have (i.e. Primary Childcare Provider & Backup).

What is your plan should your childcare provider be unavailable?

- A.
- B.
- C.

**Section 5 – Employer Expectations and Personal Decision Making**

Based on the research you gathered, give a minimum of 3 examples that demonstrate your understanding of the work environment expectations for each category. **List examples, yes and no answers are not acceptable.** If you need more space to answer the questions completely, put the additional information on a separate page and attach it with the application form.

Hours of Work				
shifts	weekends	overtime	expected availability	full-time/part time/seasonal
<ul style="list-style-type: none"> <li></li> <li></li> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> <li></li> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> <li></li> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> <li></li> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> <li></li> <li></li> </ul>
Place of Work				
environment	sectors	location accessibility	paperwork/ academics	workplace expectations
<ul style="list-style-type: none"> <li></li> <li></li> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> <li></li> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> <li></li> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> <li></li> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> <li></li> <li></li> </ul>
Physical Expectations				
strength	daily tasks	fitness level	challenges	other
<ul style="list-style-type: none"> <li></li> <li></li> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> <li></li> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> <li></li> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> <li></li> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> <li></li> <li></li> </ul>
Occupational Health & Safety Considerations				
Health risks	workplace risks	long term effects	work/life balance	other
<ul style="list-style-type: none"> <li></li> <li></li> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> <li></li> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> <li></li> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> <li></li> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> <li></li> <li></li> </ul>

## Section 5 – Protection of Privacy and Declaration

### Protection of Privacy:

The personal information on this form is collected under the authority of Section 33 of Alberta's Freedom of Information and Protection of Privacy Act for purposes such as admission and registration, administration of records and student services. Students' personal information may be disclosed to academic and administrative units according to Women Building Futures policy, federal and provincial reporting requirements and Student Funding Associations. For details on the use and disclosure of this information contact: Women Building Futures, 13026 – 107 Street, Edmonton, AB T5J 1K2, Telephone: 780.452.1200.

### Declaration:

- I hereby certify that all statements made in connection with this application are true and complete.
- I understand that this information is provided as an application to Women Building Futures Heavy Equipment Operator Program only, and does not constitute acceptance to the Program.

Signature:	Date:
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I have included the following attachments with this application:

- Resume
- Copy of Class 5 driver's license
- Driver's Abstract