

APPLICATION COMPLETION INSTRUCTIONS

1. Please complete Application Form in typed format.
2. Current Application Form must be used.
3. Application must be signed otherwise it will be rejected. Electronic signature will be accepted.
4. Only applicants with a Registered Apprenticeship number in a Red Seal Trade will be considered.
5. Attach the following documents in **PDF format**:
 - a. Transcript of Marks including grading criteria
 - b. Typed Resume – maximum 2 pages (*see Sample Resume which follows*)
 - c. Letter of Reference from Employer
6. All required documentation including the application must be attached to the one email in order to be eligible. Sending documents in separate or multiple emails will result in your application being disqualified.
7. Email application is to be sent to CNPAMBbursary@gmail.com. Applicant must show “Trade Bursary Application and Student Name” on the Subject line.
8. Application form must be completed in **full and submitted by the actual person applying. Form must be completed in typed print** (including complete address, city, postal code, phone, email, etc) in a **PDF format as one complete file**.
9. When completing the “Pensioner” box, use the name of the Pensioner who is still living. For instance, if your grandfather was a CN Pensioner but is now deceased, and your Grandmother is receiving his CN Pension, then you would show her name.
10. Please review “The Terms and Conditions”.
11. Please review “The Program Requirements”.
12. Please review “The FAQ”.
13. Applications and supporting documentation will **NOT** be returned.
14. Applications emailed after the deadline of August 15th, will **NOT** be eligible for consideration.
15. Applications will **NOT** be accepted via regular mail or faxmittal.
16. Incomplete Applications will be rejected.

Questions: Please review the FAQ before sending in any questions as you might find your answer there. If the answer to your question isn't there, then email us at mailadmin@cnpensioners.ca but please indicate Trade Bursary on subject line. **Note:** this email address is for questions only. Your application will not be honored if it is sent to mailadmin@cnpensioners.ca.

Applications: Application and supporting documentation (transcript of marks including grading criteria if applicable, resume, letter of reference from employer) are to be emailed to: CNPAMBbursary@gmail.com. *Please show Trade Bursary Application and Student Name on the Subject line. The application and all documentation must be attached to the one email, and received from the actual applicant in order to be eligible. Sending documents in separate or multiple emails will result in your application being disqualified. The email address CNPAMBbursary@gmail.com is for applications only – not questions.*

CN Pensioners Association of Manitoba
Trade & Technology Hosfield Bursary Program

Terms and Conditions

Purpose

To assist financially in the educational pursuit and career development of families of the supporting members of the CN Pensioners Association of Manitoba, henceforth also referred to in this document as the CNPA of MB.

Objective

Two \$500 bursaries to be awarded annually.

Funding

Amount and number of bursaries to be determined annually based on funds available for the program.

Eligibility

Children, Grandchildren, Great Grandchildren (includes legally adopted and step children) of **supporting members (including Associate members as of 2016) of the CN Pensioners' Association of Manitoba who are in good standing for at least one year prior to date of bursary application.**

Program Requirements

- Application Form must be for the current year (eg. not last year's form)/
- Application Form must be signed otherwise it will be disqualified. Electronic signatures are accepted and will be considered legal and binding.
- Applicant must be enrolled full time in an apprenticeship program in the current calendar year (January to December).
- Applicant must NOT be a previous recipient of this award.
- Only applicants with a Registered Apprenticeship number in a Red Seal Trade will be considered.
- Trade Bursary will be paid in September of the current calendar year.
- Applicants must provide a typed resume outlining their academic and community involvement, personal achievements, any other areas of interest and most importantly your **career objectives and area of study. Resume must not exceed 2 pages.** See sample resume which follows as well as suggestions for the type of information we are looking for. Please include a current photo.
- All required information must be emailed with application form in PDF format and in one neat package. Multiple emails will result in the application being rejected.
- Incomplete application forms will automatically be rejected.
- Deadline for receipt of applications to be August 15th annually.
- Applications emailed after deadline date will not be accepted.
- Applications will not be accepted via regular mail or faxmittal.
- All applications will be kept confidential. However, a brief write-up about the successful recipients of the awards, along with a photo may be posted in our newsletter and on our website.

Sample Resume

Name: Jane Doe

Career Objective:

- To complete my Apprenticeship program in Plumbing so that I can take over my Father's plumbing business.

Describe why you have chosen this field of study:

- The reason why I have chosen this field is because of the plumbing business that has been in my family for the past 50 years. Growing up in this business I have had the opportunity to learn much about the trade and efficient management of our business.

Education & Awards:

- High School Graduate on Honor Role
- President Student Council Grade 12

Work Experience:

- Part time Family Plumbing Business
- Seasonal work at CN
-

Community / Volunteer Activity:

- Boys Soccer Coach 2010 to Present
- Volunteer Winnipeg Harvest Christmas program 2010 to Present
- Winnipeg Humane Society

Personal Accomplishments:

- Grade 10 Piano
- Proficient in English, French
- Grade 12 Valedictorian

Other:

- I enjoy reading non-fiction and biographies, composing music and family get-togethers, Web hobbyist

Things To Consider For Resume

Work Experience:

Have you worked either full or part time? How did that work experience contribute towards your career / education goals?

Community Involvement / Volunteerism:

What was your experience in unpaid volunteer work, and did this work contribute towards your personal, career / educational goals?

Personal Achievements:

Have you had a special achievement or been recognized in anyway, either in school / university, or in any personal or extracurricular activity?

Languages Or National / International Qualifications Or Experience:

Have you learned languages other than your mother tongue, and have you spent any time in another province or outside Canada to broaden your experience, in general or towards your career goal?

Team Or Individual Sports, Music, Cultural Or Related Activities:

What has been your involvement on teams, groups, or personal activities that have enhanced your personal well being, discipline or culture?

Scholarships / Bursaries / Grants Obtained:

Please provide information on these awards.

FAQ

Where can we find information on this Program?

Answer: Information is available through several sources, such as any Executive member of the CNPA of MB, in our newsletters or on our website www.cn pensioners.ca.

How do I get this information to my grandchild?

Answer: The best way to communicate this information to your grandchild is to tell them to visit our website at www.cn pensioners.ca.

What are the requirements for application?

Answer: The Terms and Conditions for the applicants can be found on our website at www.cn pensioners.ca.

What is the application deadline?

Answer: The application deadline is August 15th each year.

Will you accept my application if it is dated August 15th?

Answer: Yes. . If your email application is sent with the time stamp of August 15th of the application year, it will be considered as long as you have met the other requirements. However, we will not accept applications through regular mail or faxmittal regardless of the postmark date.

Can I use an old version of the application?

Answer: No, the current application must be accessed and used, It will have the current year in the title section.

Will you accept a typed or electronic signature on my application?

Answer: Yes, but by doing so you are declaring that such signature is true and valid and that this document is a legal document.

What format should my application and supporting documents be in?

Answer: All documents should be sent in a pdf format as one complete file.

I recall that in previous years, the application process required a current photo. Is this still the case?

Answer: No, it is no longer necessary to submit a photo. However, we reserve the right to request one for possible use in either our national or local newsletter when announcing the annual awards.

Can I send my application in via email?

Answer: Yes, as long as all required documents are attached to the one email. Multiple emails with attachments will not be considered and will result in your application being rejected.

FAQ Continued:

Can I still send my application in through regular mail?

Answer: No. Applications will no longer be accepted via regular mail. Applications will only be accepted via email.

Can I fax in my application and documents?

Answer: No. Applications will only be accepted via email.

How many awards are made each year and in what amount?

Answer: There will be two awards made each year in the amount of \$500.

How does the committee decide who the successful recipients will be?

Answer: The Selection Committee follows the guidelines set out in the Program Requirements based on the Terms and Conditions. Awards will be based on and weighted on several factors, including presentation, organization, community involvement, personal achievements as well as marks.

Who is eligible to make application?

Answer: Children, grandchildren, great grandchildren (includes legally adopted and step children) of **supporting members (including Associate members) of the CN Pensioners' Association of Manitoba who are in good standing for at least one year prior to date of the bursary application.**

Definition of supporting members as per Article IV Membership Item 4.02 of the Constitution and By-laws of the CN Pensioners' Association of Manitoba.

On the application form it asks for the Local Council information of my sponsor. How do I find that out?

Answer: The local council to which a sponsor belongs is usually the city / province of residence of the sponsor. If you or your sponsor is unsure, then please indicate his city of residence as the local council.

Is this program open to the grandchildren of all CN Pensioners?

Answer: No. It is only open to "Supporting Members" as outlined in the Terms and Conditions of this Program. Please also refer to Article IV Membership Item 4.02 of the Constitution and By-laws of the CN Pensioners' Association of Manitoba who are in good standing for one year.

Can more than one grandchild of a CN Pensioner apply at the same time?

Answer: Yes, final awards will be made by the Selection Committee based on the criteria set out.

If the CN Pensioner is deceased but his/her spouse is now receiving the spousal pension, can a grandchild still apply?

Answer: Yes, as long as the spouse is a supporting member of the CNPA of MB.

FAQ Continued:

Can a grandchild of a deceased Pensioner apply?

Answer: No. However, if the spouse of a deceased CN Pensioner is receiving a CN spousal pension and is a supporting member of the CNPA of MB, then “yes”.

If my grandchild is a successful recipient of this award, can he/she apply in future years?

Answer: No

What type of format and information are you looking for in a resume?

Answer: Resume should be no more than 2 pages in length. Please see the Sample Resume provided as well as suggestions for the type of information we are interested in. We are interested in several things but specifically knowing why you chose your specific trade.

Re the letter of reference from my sponsoring employer, what type of things should he/she address in that letter?

Answer: We would like your employer to outline how your accomplishments demonstrate your ability to succeed as an apprentice.

Does my transcript of marks have to be official or can I print something off my student account?

Answer: Yes, transcripts of marks MUST be official from the institution that you are enrolled in.

You mention including grading information with the Transcription of Marks. Where do I find this?

Answer: Grading criteria (if available) can be found on the back of the Transcription of Marks. Please ensure you scan both the front and back and include with the other attachments in your application email.

I plan to attend a school outside of Canada. Am I still eligible to apply for this bursary?

Answer: No.

Will you accept late applications by email?

Answer: No.

If I am one of the successful applicants, will you be issuing me a T-4A slip?

Answer: No. You would be responsible for reporting the revenue from your scholarship award to Revenue Canada on your individual tax returns.

If I have a question that is not answered in the FAQ, where can I get an answer?

Answer: Email mailadmin@cnpensioners.ca. Do Not send questions to CNPAMBursary@gmail.com as this is for applications only.

FAQ Continued:

For more info visit www.cnpensioners.ca or contact us via email at mailadmin@cnpensioners.ca should you have a question.

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