



**COMANCHE NATION
JOB PLACEMENT & TRAINING
LONG TERM APPLICATION**

P.O. BOX 908
LAWTON, OK 73502

OFFICE: (580) 492-3368 TOLL FREE: 1-877-703-2288
FAX: (580) 492-4017

EMAIL: bonniet@comanchenation.com

COMANCHE NATION
JP & T PROGRAM

JP & T is a program for eligible Comanche Tribal members to attain hands-on training in programs offered by vocational schools. Vocational Training includes, but is not limited to, financial assistance, Vocational counseling, and training for individuals for a school period not to exceed twenty-four months. This is a one-time service program.

******ELIGIBILITY REQUIREMENTS******

APPLICANT(S) MUST:

- 1. Be an enrolled member of the Comanche Tribe.**
- 2. Be at least eighteen (18) years old.**
- 3. Reside within the Tribe's service area (Comanche, Caddo, Cotton, Tillman and Stephens Counties).**
- 4. Not have received long-term vocational training from the JP & T Program, BIA or other Comanche Nation Educational Programs before.**
- 5. Be in need of a skill and willing to obtain employment.**
- 6. Submit an application for financial aid from the government. [www.fafsa.ed.gov]**
- 7. Be incapable of paying for training in order to continue or maintain eligibility status.**
- 8. Be a high school graduate or possess a G.E.D. certificate.**
- 9. Complete the application process with the Tribe's JP & T Program.**
- 10. Be Head of Household (rent and utilities must be in applicants name).**
- 11. Cannot duplicate services from other programs, such as VA, ASCOG, JTPA, and others.**
- 12. Complete Forms 1A-ISP and 2A-IDP (included in application) before assistance is considered**

Applications must be turned in well in advance before beginning of course. It is important to submit completed application and all necessary documents in order to expedite possible funding. Selections for the program are based on a priority circumstances and left to the discretion of the JP & T Supervisors. To file an application and be considered for training, contact the Comanche Nation JP & T Office, or call (580) 492-3368.

**COMANCHE NATION
JP & T QUESTIONNAIRE OF INTENT**

1. Why are you seeking assistance at this time?

2. What type of assistance do you require?

**3. Which vocational program are you planning to train in? Where?
And do you have any background experience for this program?**

4. What is your goal after completing vocational training?

Additional Comments:

**COMANCHE NATION
JP & T STATEMENT OF UNDERSTANDING**

I, _____, confirm that I have read the below statements and will abide by them if accepted as a student on the JP & T Program.

1. To abide by the rules and regulations of the school and JP & T program for attendance, personal behavior, grades and contract fulfillment. I further understand that I shall attend training as I would a job. If I am absent or tardy I understand that I will not be paid for that time.
2. To pay all school bills and housing cost in full. I will budget the money provided to me for school and living expenses. I understand the money cannot be used to pay for personal bills, i.e. car payments, loans, or any other items over and above my living expenses.
3. Contact my Counselors (at school and in the JP & T Program) if a change in housing arrangements is necessary. I will provide both, with my new address and phone number. I must notify my Counselors of any emergency that occurs at the training location or home to prevent from being counted "AWOL". I will notify my Counselors if I must leave the training location. This is to prevent any misunderstandings which may reflect on my standing in the JP & T Program. If I must discontinue training, I will notify the JP & T Director as well as the proper school officials.
4. I understand if I am "dropped" from the JP & T Program for any unfavorable reason, such as: Poor Grades, Misconduct, Excessive Absences, or Tardiness, which will prevent the successful completion of my course work, I will not be offered a second chance on JP & T. I understand that if I am placed on probation by the school for any reason, I am also considered on probation by the JP & T Program. If by mid-trimester or mid-semester I have not progressed, I can be terminated by the JP & T Program.
5. By accepting my application for the JP & T Program and meeting all eligibility requirements, the Comanche Nation agrees to furnish financial assistance for school and living expenses limited to maximum allowances under the JP & T maintenance guidelines. This financial assistance will be granted bi-weekly during my training period as long as I observe the rules mentioned above and maintain an acceptable satisfactory GPA.

PLEASE CAREFULLY READ, SIGN AND DATE THE FOLLOWING.

By my signature, I affirm that I fully understand the terms under which I will attend the Job Placement & Training Program. However, no financial maintenance will be provided until the Education Programs Manager has certified my application and I receive an award letter.

APPLICANT'S SIGNATURE

DATE

PRIVACY STATEMENT: *The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g: 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to recipients that receive Federal funding for educational purposes. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. In accordance with this, CNHE will discuss student information with the student applying for assistance only.*

APPLICANT'S SIGNATURE

DATE

**COMANCHE NATION JP & T PROGRAM
CONSENT FOR RELEASE OF INFORMATION**

Only acceptable if notarized

TO: _____ **DATE:** _____

Do Not Write in this space, to be filled in by AVT Office

I HEREBY GIVE MY PERMISSION TO RELEASE INFORMATION TO:

**ATTN: COMANCHE NATION OFFICE OF HIGHER EDUCATION
JP & T PROGRAM
P.O. BOX 908
LAWTON, OK 73502**

PRINT FULL NAME

DATE OF BIRTH

**SIGNATURE OF APPLICANT
OR
PARENT/LEGAL GUARDIAN**

SOCIAL SECURITY NUMBER

ATTENTION: According to Family Education Rights and Privacy Act of 1974 (P.L. 93-380) the Parent, Guardian of 18 years old, has the right to make written request to view any records released.

Subscribed and sworn to before me on this _____ day of _____ 20____

My Commission Expires: _____

Notary Public

CERTIFICATE OF DEGREE OF INDIAN BLOOD

REQUEST FORM

FOR STUDENT USE ONLY:

DEAR STUDENT,
TO COMPLETE YOUR CDIB REQUIREMENT, PLEASE COMPLETE THE
FOLLOWING:

1. FILL OUT THIS FORM
2. SIGN THIS FORM
3. SEND FORM TO: COMANCHE NATION
JP & T PROGRAM
P.O. BOX 908
LAWTON, OK 73502

Dear Enrollment Director,
**The Comanche Nation Office of Higher Education is requesting
a certificate of Indian blood on all students applying for funding.**

The following information is herewith submitted:

Print Clearly

Name: _____ Tribal Roll #: _____

Address: _____
Street or Box # City State Zip

Date of Birth: _____ SSN: _____

Spouse's Name: _____ Roll: _____

Father's Name: _____ Roll: _____

Mother's Name: _____ Roll: _____

Mother's Maiden Name: _____

Signature: _____ Date: _____

FOR COMANCHE NATION ENROLLMENT OFFICE USE ONLY:

Please sign to verify the information provided is true and correct. Thank you.

Signature

Title

Date



Comanche Nation Job Placement & Training Program

Individual Self-Sufficiency Plan (ISP)



Applicant Name: _____ SSN: _____

Adult Vocational Training-Long Term Direct Employment Short-Term Training

Have you received previous assistance through JP & T? Yes No

If Yes, what type of assistance? _____

Applicant Case Plan

1. What does applicant need to do to obtain job skills and/or retain a job leading to self-sufficiency?

- A. _____ Employment Search
- B. _____ Public Assistance (Specify) _____
- C. _____ Medical Treatment
- D. _____ Education/Training (Specify) _____
- E. _____ Vocational Rehabilitation
- F. _____ Other (Specify) _____

2. What obstacles exist that prevent applicant from seeking training or permanent employment?

- A. _____ Overcrowded Residence
- B. _____ Substance Abuse
- C. _____ Transportation Problems
- D. _____ Child Care Problems
- E. _____ Financial Need (specify) _____
- F. _____ Other (specify) _____

Self Assessment

1. Job Readiness: (List all work experience and job training obtained)

2. Education (List all skills, training, workshops, or applicable classes obtained)

3. List support services needed and reasons: (ie. Childcare-daycare, Social Services-utility)

By my signature, I affirm that the information in this application is correct to the best of my knowledge and belief. I understand that all funding is subject to nullification if the information is not in accordance with the Education Assist. Act (Public Law 93-638, 88 Stat. 2203).

Signature of Applicant: _____ Date: _____

Signature of JP & T Specialist: _____ Date: _____



Comanche Nation Job Placement & Training Program Individual Development Plan (IDP)



Applicant Name: _____ SSN: _____

Adult Vocational Training-Long Term Direct Employment Short-Term Training

1. Targeted Career/Training Goals: _____

2. Reasons for Preparing IDP: _____

3. Strategies for success: _____

4. Remarks/Other: _____

Service Needed	Program Activity	Training Source	Cost Estimated	Date		Remarks
				Target	Completed	

By my signature, I affirm that the information in this application is correct to the best of my knowledge and belief. I understand that all funding is subject to nullification if the information is not in accordance with the Education Assist. Act (Public Law 93-638, 88 Stat. 2203).

Signature of Applicant: _____ Date: _____

Signature of JP & T Specialist: _____ Date: _____