

BETTER JOB OPPORTUNITIES (BJO) COURSE APPLICATION

Class Start Date _____ Date of Application _____
 Name _____
 Address _____
 City/State/Zip _____
 Home phone () _____ Work phone () _____
 Cell phone () _____ E-Mail _____
 Country of birth _____ languages spoken _____
 Drivers license yes no Do you have a car? yes no
 How did you hear about us? _____

SOURCES OF INCOME – Please list ALL sources and amounts. To qualify for fully subsidized training, income for the FAMILY must be at or below 200% of the Federal Poverty Guidelines. Exceptions may be made on a case-by-case basis for special circumstances.

Number of dependents (including yourself) _____
 Unemployment insurance \$ _____ per month Soc. Sec. or SSDIB \$ _____ per month
 Personal income from all sources (employment, investments) \$ _____ per month
 Income from spouse or other sources \$ _____ per month

EMPLOYMENT

Currently employed at _____
 Job title _____ duties _____
 Number of years with this employer _____
 Formerly employed at _____
 Job title _____ duties _____
 From (date) _____ to _____
 Formerly employed at _____
 Job title _____ duties _____
 From (date) _____ to _____

EDUCATION

Elementary grade completed _____ High school grade completed _____
 University Program _____ Years completed _____ Degree/Cert. _____

COMPUTER SKILLS & EXPERIENCE – SELF ASSESSMENT

Please check the box that describes your level of competence.

BUSINESS APPLICATION SOFTWARE

Word Perfect	<input type="checkbox"/> None	<input type="checkbox"/> Basic	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced
MS Word	<input type="checkbox"/> None	<input type="checkbox"/> Basic	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced
MS Excel	<input type="checkbox"/> None	<input type="checkbox"/> Basic	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced
MS Access	<input type="checkbox"/> None	<input type="checkbox"/> Basic	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced
MS Power Point	<input type="checkbox"/> None	<input type="checkbox"/> Basic	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced

INTERNET USE

Research (find information)	<input type="checkbox"/> None	<input type="checkbox"/> Basic	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced
Communicate (e-mail, chat)	<input type="checkbox"/> None	<input type="checkbox"/> Basic	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced
On-line shopping, banking	<input type="checkbox"/> None	<input type="checkbox"/> Basic	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced

IF YOU HAVE A COMPUTER - WHICH OPERATING SYSTEM DOES IT HAVE?

<input type="checkbox"/> Windows 95/98	<input type="checkbox"/> Windows 2000
<input type="checkbox"/> Windows XP	<input type="checkbox"/> Windows Vista
<input type="checkbox"/> Windows 7	<input type="checkbox"/> Mac: <input type="checkbox"/> OS9 or <input type="checkbox"/> OSX

YOUR RESPONSE TO THE FOLLOWING QUESTIONS WILL HELP US DETERMINE
YOUR READINESS, MOTIVATION AND PLANNING FOR TRAINING.
PLEASE GIVE COMPLETE DETAILED ANSWERS IN SENTENCE FORMAT.

Are you currently looking for employment? Yes ____ No ____

1. Please describe your immediate career goals and how this program fits with those goals.

2. Where do you want to be career-wise in five years?

3. What steps have you taken to research and/or train for the career you hope for?

4. Do you have a resume? yes no (It would be helpful to send us a copy.)

5. What steps have you taken to find a job?

5. Have you ever had a formal interview for a job? yes no

BETTER JOB OPPORTUNITIES

STUDENT CONTRACT

I understand that generous individual patrons and foundations are underwriting the program that I am applying for. They have chosen to support Hermelin ORT because of the opportunity it affords to students who hope to improve their lives through a rewarding job.

I understand that a comparable course would normally cost a considerable amount of money.

I understand that only a select few will be chosen to participate in this program, and that many others who would like to enroll will have to be put on a waiting list.

I understand that in order to take full advantage of this opportunity and to get excellent results from this course:

- I must attend every class. I understand that if I am more advanced than some of my fellow students, I will have to be patient.*
- I must be on time and stay until the class is over.
- If I have an unavoidable emergency and cannot attend a class, I will call the center to inform them and arrange for a makeup lesson.
- I will complete all homework assignments.
- I will practice my new skills so I can keep up with the class and move with them onto the next task.
- I will participate in class by asking pertinent questions.
- I will not use my cell phone for anything except an emergency.
- I will not surf the web or email during class.
- I will not monopolize the instructor's time if it interferes with the class schedule. Instead, I will arrange for a private consultation.
- I will respect my fellow students and my instructors and will treat them with dignity and courtesy.

I promise to abide by all of the above and acknowledge that if I do not comply with the rules, I will be dropped from the course.

SIGNATURE

DATE

* ORT is not a testing organization that can simply administer the final examination and then certify a student in the Microsoft Office Suite. Certification is only granted after taking the full course and then passing the final exam.