



(APPLICATION DEADLINE: Submit to Hillary Nichols at RCAL by Thursday July 30, 2020)

Applicant Information

Full Name: _____ **Date:** _____
 Last First M.I.

Address: _____
 Street Address Apartment/Unit #

 City State & Zip Code

Phone: _____ **Email:** _____

Are you a citizen of the United States? YES NO **If NO, are you authorized to work in the United States?** YES NO

Are you over age 18? YES NO **If NO, provide Date of Birth:** _____

STEPS-INTRODUCTION Program Information

Jobs in manufacturing are “STEM”-based jobs, meaning they use **S**cience, **T**echnology, **E**ngineering and **M**ath. The amount of science, technology, engineering and math a manufacturing job uses depends upon the type of job. Each job is different. Small amounts of STEM are used in entry level jobs. The more a person advances in their work in manufacturing, the more they are paid and the more science, technology, engineering and math they will use.

The goal of the STEPS-INTRODUCTION program is to help Neurodiverse Individuals (ID/DD) succeed in starting on a manufacturing career pathway. This pilot program is designed to help individuals overcome many of the barriers that often exist when trying to enter into a new career. The STEPS-INTRODUCTION program’s aim is to teach a person with ID/DD about the many types of skilled career areas available to work in manufacturing. For someone interested in learning a technical career, pre-apprenticeship and NYS-certified apprenticeship programs are available, which can lead some to becoming a master craftsmen. For those individuals who learn the technical skills of manufacturing and want to work in business, they can advance into manufacturing careers in sales, estimating, purchasing, quality assurance, project management, supply chain logistics and front office operations.

The STEPS-INTRODUCTION program is your first first step in a lifelong process of continually learning and improving your knowledge and skills to work in manufacturing. This program is selecting candidates age 18 and older with skills and interest in Science, Technology, Engineering and Math, regardless of education level, who like working with their hands to fix and make things.

A person selected for this program will be given the title of a manufacturing “Trainee”. Starting in September 2020, Trainees will go to class in Kingston, NY to learn about manufacturing and how to use Applied Math, Graphic Literacy and Workplace Documents for work. This “work-readiness” education will help prepare a Trainee to work in industry. Trainees ready to go to work will be tested and certified using the WorkKeys National Career Readiness Certification. Trainees will also visit manufacturing companies to learn about six (6) different “Manufacturing Entry Level Work Positions” which are the types of jobs they will use their resumes (developed as part of this program) to apply for and work in a manufacturing internship.

Candidate Name: _____
Last First

Interests in STEM

We want to hear from you about your interest in STEM; this can be anything from a specific skill you have, a class in school where you excelled, to a project you worked on, even something STEM related that you enjoy doing, like working on cars, or fixing old electronics.

Computer Software Experience

(Have you used the following software programs (or other similar ones)? – answering NO is OK. You will learn how to use these types of software programs (and others) as you work in future jobs during your career in manufacturing)

Microsoft Office	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Microsoft Excel	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Adobe Photoshop	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Microsoft Outlook	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Microsoft Visio	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Google Docs	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Microsoft Word	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Microsoft Access	YES <input type="checkbox"/>	NO <input type="checkbox"/>	AutoDesk AutoCAD	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Microsoft PowerPoint	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Microsoft Project	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Solidworks	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Education

High School Name: _____ City, State: _____

Year Left: _____ Did you graduate? YES NO Area of Study: _____

If you did not graduate, did you obtain a GED or equivalent diploma? YES NO

Career/Technical School Name: _____ City, State: _____

Year Left: _____ Did you graduate? YES NO Area of Study: _____

College Name: _____ City, State: _____

Year Left: _____ Did you graduate? YES NO Area of Study: _____

Other Education / Training Program Name: _____ City, State: _____

Year Left: _____ Did you graduate? YES NO Area of Study: _____

Candidate Name: _____
Last First

Previous Employment / Volunteer Organization Work / Work Experiences

(First list the most recent job/work you have done – followed by listing other previous jobs/work you have done)

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title / Position: _____

Responsibilities: _____

Date Started: _____ Date Left: _____ Name One Skill You Learned: _____

YES NO

May we contact your previous supervisor for a reference?

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title / Position: _____

Responsibilities: _____

Date Started: _____ Date Left: _____ Name One Skill You Learned: _____

YES NO

May we contact your previous supervisor for a reference?

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title / Position: _____

Responsibilities: _____

Date Started: _____ Date Left: _____ Name One Skill You Learned: _____

YES NO

May we contact your previous supervisor for a reference?

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title / Position: _____

Responsibilities: _____

Date Started: _____ Date Left: _____ Name One Skill You Learned: _____

YES NO

May we contact your previous supervisor for a reference?

Candidate Name: _____
Last First

Hobbies / Clubs / Favorite Interests

(not already listed in the Volunteer Work section)

Hobbies: _____

Clubs: _____

Interests: _____

Current & Needed Services

Organization / Agency Name: _____ City, State: _____

Contact Name: _____ Phone: _____ Email: _____

Type of Services: _____

Do You Have Any Unmet Needs: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____