



MnDOT/DEED RECONSTRUCTION TRAINING/PLACEMENT (RTP) PROJECT CONTACT DATA AND APPLICATION FORM – Program Year 2018



This Contact Data/Application Form must be filled accurately, completely, and only by the Applicant. Failure to comply with the above directions shall result in the Applicant being dismissed from consideration.

Effective 10/10/2017, only "Contact Data and Application Form – Program Year 2018" will be applicable for the RTP-2018 Program Year. MnDOT-DEED Program Administration reserves the right to reject any application.

Section 1 CONTACT DATA / GENERAL INFORMATION

Name: _____
Last, First, Middle Initial

Address: _____
Street Number, Apartment/Unit
_____ # years at this address: _____
City, State and Zip Code)

Home Phone #: (____) _____ Cell #: (____) _____ *(An active phone # or message phone # is necessary for Program eligibility)*

Social Security # ____ - ____ - ____ E-mail _____ *(An e-mail account is helpful for Program eligibility)*

Do you possess the following? *(A driver's license is required to establish Program eligibility. Contact the CBO Site Coordinator for more information.)*

Driver's License? **Yes** _____ or **No** _____ If yes, check classification: Class A _____ Class B _____ Class C _____ Class D _____

Current Driver's License Number: _____ State: _____ Expiration Date: _____

Do you own an automobile? **Yes** _____ or **No** _____ Are you authorized to work in the U.S.? **Yes** _____ or **No** _____

EDUCATION / TRAINING

Section 2 EDUCATION/TRAINING

	School	City/State	Program/Major	Dates Attended	Graduated? Y/N
High School/GED				XXXXXXXXXX	
Vocational Cert					
Associate Degree					
Four Year Degree					
Apprenticeship					

The National Career Readiness Certification exams are used to establish program eligibility and must be completed before starting the classroom training. If you do not possess a current NCRC certificate, your candidate screening and interviewing processes must be completed before the NCRC tests can be scheduled. All applicants must achieve at least "level 4" scores in Reading, Math and Information Finding for program eligibility. The NCRC tests will be delivered in English. See the CBO RTP Site Coordinator or your local Workforce Center for more information.

Have you successfully completed the three-part National Career Readiness Certification exam? **Yes** _____ or **No** _____

If yes, write in your final scores and include a copy of your certificate: Reading _____ Math _____ Information _____

Are you a Military Service Veteran? **Yes** _____ or **No** _____

Occupational licenses, trade/technical and Apprentice/Journey certificates: _____

What skills, knowledge, and training, including military experience, would you bring to a highway construction occupation? _____

What construction or building equipment/machinery have you operated professionally and with what company and project? _____

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Section 3 - EMPLOYMENT HISTORY

Begin with your most recent paid or volunteer job and list all the jobs you've had in the last 10 years.

Blank/incomplete areas will not be accepted. All areas must be filled in accurately and completely.

If you require additional space to list your work history, photocopy this page and include the additional pages with your application..

<i>Most Recent Employer</i>		<i>Date Started</i>	<i>Date Ended</i>
<i>Street Address</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
<i>Job Title</i>	<i>Hours per week</i>	<i>Hourly wage</i>	<i>Phone</i>
<i>Brief description of duties and responsibilities – DO NOT WRITE IN, "SEE RESUME"</i>			<i>Why did you leave?</i>

<i>Employer</i>		<i>Date Started</i>	<i>Date Ended</i>
<i>Street Address</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
<i>Job Title</i>	<i>Hours per week</i>	<i>Hourly wage</i>	<i>Phone</i>
<i>Brief description of duties and responsibilities – DO NOT WRITE IN, "SEE RESUME"</i>			<i>Why did you leave?</i>

<i>Employer</i>		<i>Date Started</i>	<i>Date Ended</i>
<i>Street Address</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
<i>Job Title</i>	<i>Hours per week</i>	<i>Hourly wage</i>	<i>Phone</i>
<i>Brief description of duties and responsibilities – DO NOT WRITE IN, "SEE RESUME"</i>			<i>Why did you leave?</i>

Section 4 - HIGHWAY CONSTRUCTION EMPLOYMENT READINESS

Highway construction jobs are physically strenuous and demanding, and often include exposure to temperature and weather extremes. You will likely be required to lift 70lbs or more occasionally, and 40lbs regularly. You will frequently bend, reach, climb, crawl, stretch, pull and carry large and heavy equipment and materials in limited access/confined areas. You will constantly listen/observe for hazardous machinery and traffic. You will monitor and assess potential and developing dangerous work environments/situations in elevated/subterranean/crowded/isolated work areas. You will monitor, respond to and/or report changes in machinery operating conditions. You will quickly and accurately receive, relay and implement verbal, radioed and written safety and work instructions.

Will you be able to perform these required functions repeatedly, with or without reasonable accommodation, without distraction and under severe temperature/weather conditions without causing risk/endangerment to yourself or others? **Yes** _____ **or No** _____

Will you be able to work more than 40 hours/week, 8 hours/day and any shift without advance notification? **Yes** _____ **or No** _____

Do you have any current limitations imposed upon your Driver's License, other than prescription eyewear, that would restrict your 24-hour availability to drive to work? **(A valid current driver's license is required to establish employment readiness and program eligibility, and to support your successful acquisition and retention of highway heavy construction jobs)** **Yes** _____ **or No** _____ If yes, please identify the restrictions. _____

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Why should we consider you for the MnDOT/DEED Reconstruction Training/Placement Project? Tell us why you would be a great candidate for this training program. Why should we invest time/money in you? Argue your best case for yourself - be original and creative! _____

Are you registered in and using the MinnesotaWorks.net program for job search? Yes ___ or No ___

If you do not own a vehicle, how do you plan to get to the training and work sites? _____

Section 5 - ELIGIBILITY/DATA STATEMENT AND APPLICANT SIGNATURE

PLEASE NOTE THAT YOU ARE PROVIDING INFORMATION IN THE FOLLOWING SECTION THAT WILL BE USED TO DETERMINE YOUR 2018 MnDOT-DEED RECONSTRUCTION TRAINING/PLACEMENT PROGRAM ELIGIBILITY. THIS INFORMATION WILL REMAIN CONFIDENTIAL AND IS REQUESTED ONLY TO DETERMINE YOUR MnDOT-DEED PROGRAM ELIGIBILITY.

Please check the appropriate response:

Gender: ___ Female ___ Male

With which racial/ethnic group do you identify yourself?

If the group appropriate for you is not listed, please check the one that comes closest.

___ Asian, Pacific Islander ___ Native American or Alaskan Native ___ White

___ Hispanic/Latino ___ Black and/or African American

If you have any questions concerning the MnDOT/DEED RTP-2018 Program or this application, please review the "FAQ Sheet" and the tri-fold Program brochure.

Further information is available from your sponsoring Community Based Agency (CBO) Site Coordinator Dawn Trimarco (HIRED). You may contact her at 612-366-7556, dawn.trimarco@hired.org .

All applicants are advised that only selected eligible applicants will be notified by e-mail and interview scheduling letters will be distributed by e-mail. Missing or illegible applicant e-mail account information may be cause for denying eligibility.

Program Admin Office Use Only

<input type="checkbox"/> FLAG	<input type="checkbox"/> XO FAUX
<input type="checkbox"/> LIC	<input type="checkbox"/> LIC ISSUE
<input type="checkbox"/> AG	<input type="checkbox"/> EMP FAUX
<input type="checkbox"/> XO	<input type="checkbox"/> NCRC PASS
<input type="checkbox"/> CAR	<input type="checkbox"/> NCRC SUB
OTHER _____	

<input type="checkbox"/> ACCEPT REASON _____	<input type="checkbox"/> DECLINE

<input type="checkbox"/> CBO FWRD _____	
CBO ADMIN _____	

- ✓ *I certify that the information I provided on all pages and attachments to this Contact Data/Application Form is complete and accurate. I understand that I may contact the sponsored Community Agency (CBO) directly for further information regarding my eligibility. I understand that I may request a photocopy of this completed application when I submit it to the CBO.*
- ✓ *I have read all parts of this application form and I understand that my giving false information or my failure to fully complete any section of this Form shall be cause for denying my eligibility for and/or subsequent participation in the current MnDOT/DEED Reconstruction Training/Placement Program.*
- ✓ *I understand that I am advised to read the MnDOT-DEED 2018 RTP Program tri-fold Brochure and 2018 FAQ Sheet thoroughly.*
- ✓ *I understand that I am limited to submitting one (1) application for the MnDOT-DEED 2018 Program Year.*
- ✓ *I understand that additional screening and determination of Program eligibility may be performed and researched by the sponsored Community Agency, the MnDOT/DEED State Program Manager or their designates before and after my interview.*

Applicant's Signature: _____

Date: _____

CBO Representative: _____

Date: _____

We are an Equal Opportunity Employer and Service Provider and are committed to recruitment, hiring, training and promotion of persons without regard to race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, veteran status or age. Access to and eligibility for some specialized programs and services, such as the MnDOT/DEED Reconstruction Training/Placement (RTP) Program, may be limited to specific populations or demographics. This document is available in alternative formats upon request, including e-form.