



Bishop State Community College
E-SESS (Add Participant – Long Form)

Class _____

Date _____

E-SESS & CAT1 Password (last 4 of SSN) _____

First Name _____ Middle _____ Last Name _____

Mailing Address _____ P.O. Box _____

City _____ State - Alabama Zip _____ County _____

Home Phone _____ Cell Phone _____

E-mail Address _____ Gender: Female [] Male []

Race: Native American [] Asian [] Black [] White [] Hispanic [] Latino [] Other _____

Primary Language: English [] French [] Spanish [] Other [] U.S. Citizen: Yes [] No []

Educational Attainment: Less than High School Diploma [] GED [] Diploma [] Associate Degree + []

Do you acknowledge a disability? Yes [] No [] If yes, what accommodations do you require? _____

Total Length of Employment: Less than 6 months [] 6 months – 2 years [] 2 – 5 years [] 5 years + []

Are you registered for the draft? Yes [] No [] Female, not required [] Veteran: Yes [] No []

MALES BORN AFTER 1960 MUST REGISTER

EMERGENCY CONTACT INFORMATION

Name _____ Relationship _____

Phone # _____ Cell # _____ Work # _____

CURRENT EMPLOYMENT INFORMATION

Currently Enrolled in Advanced Training Credit or Non-Credit: Yes or No

Current Place of Employment: _____ Date _____

Income: \$ 0 - 12,000 [] \$12,001 - 16,000 [] \$16,001 - 20,000 [] \$20,001 - 24,000 [] \$24,001 - 28,000 []
\$28,001 - 32,000 [] \$32,001 - 36,000 [] \$36,001 - 40,000 [] \$40,001 + []

DO NOT WRITE BELOW THIS LINE

POST GRADUATE FOLLOW – UP

Enrolled in Advanced Training Credit or Non-Credit (6 months): Yes or No

Place of Employment: _____ Retained or New Date _____

Wages: \$ 0 - 12,000 [] \$12,001 - 16,000 [] \$16,001 - 20,000 [] \$20,001 - 24,000 [] \$24,001 - 28,000 []
\$28,001 - 32,000 [] \$32,001 - 36,000 [] \$36,001 - 40,000 [] \$40,001 + []

AIDT Pre-Employment Selection/Training: _____ Date Applied: _____

AIDT Pre-Employment Selection/Training (follow-up): Interview [] Accepted [] No-Show [] Rejected [] Withdraw []

* ENROLLMENT REQUIRED FIELDS

*Name, *Address *Student Status: In Training *Campus:

*Instructor(s) _____ / _____

1. Each trainee must complete an application for admission.
2. Each trainee must attend an Orientation Session.
3. Each trainee must be present for a full day of the required daily classroom hours to receive credit for attendance.
4. Each trainee must maintain a minimum of 95 percent attendance and punctuality rate during the 6-week course. The instructor certification on the remaining four standards is based on 6 weeks of performance observation.
5. Each trainee must take the comprehensive written assessment based on the entire 6-week curriculum.
6. Each trainee must achieve a minimum of 70 percent on the written assessment to receive the “*Alabama Certified Worker Certificate*.” As a result, the certificate will be a substantial asset to the holder seeking employment in the Alabama job market.
7. Each trainee must receive Instructor Certification of “*Satisfactory*” achievement of work ethic, organizational skills, attitude and motivation based on observation and/or testing.
8. Each trainee must receive Instructor certification of “*Satisfactory*” achievement of problem solving skills, workplace behaviors, computer skills, job acquisition skills and manufacturing skills.
9. Each trainee must attain a minimum WorkKeys Assessment Level 3 on Applied Mathematics, Reading for Information, and Locating Information.
10. Each trainee must agree to provide follow-up information (employment status including wage earnings, GED or 2-year college enrollment information) to Bishop State Community College “Ready-to-Work Training Program” staff six months after participation in the training program.
11. The following curriculum will be applied:
 - a. **Basic Education**: applying mathematical calculations in the standard and metric system; applying critical reading skills to information in business documents; and applying basic communication skills to requirements in the workplace.

- b. **Computer Skills:** applying basic computer skills for configuring the Windows operating system used in business and industry; using Microsoft Word to develop letters and documents; and using Microsoft Excel to develop spreadsheets.
 - c. **Problem Solving:** understanding effective time management techniques and goal accomplishments; applying decision analysis techniques to make efficient and effective decisions; understanding quality/problem solving tools to monitor and improve processes; understanding the six-step problem solving process and its use in continuous improvement; and using conflict resolution styles to enhance worker effectiveness.
 - d. **Workplace Behavior:** understanding that a diverse workplace leads to increased productivity in the workplace; comprehending that inappropriate workplace behavior decreases worker production; understanding that properly recognizing and reporting workplace violence threats protects the company's resources and employees; understanding that effective team member practices enhance goal accomplishment; and applying basic, common workplace standards to everyday individual performance.
 - e. **Manufacturing:** understanding precision measurement tool names and drawings, determining their uses and interpreting their readings; knowing the approaches used in a manufacturing environment to meet customers' needs and continually improve processes; understanding different approaches to improving processes in a manufacturing environment; and understanding that safe workplace habits prevent accident and injuries.
 - f. **Job Acquisition:** applying given information to complete a job application; interpreting personal background information to complete a resume that will meet job requirements; and applying basic appearance, dress and communication principles to a successful job interview.
12. Program participants will be encouraged to refine and develop their leadership skills and to adopt leadership roles through instruction in leadership techniques, targeted activities in teamwork, and through group projects and peer tutoring activities.
13. Placement in meaningful employment will be the ultimate measure of success for program participants. In order to facilitate this, participants who complete the training and are will receive job placement assistance, including referrals to the Alabama Career (One-Stop) Centers in their local communities and, through them, to other service providers.

Ready to Work Training Attire and Behavior Guidelines

The Ready to Work Training (RTW) program prepares individuals to meet the demands of current and future Alabama employers.

RTW trainees will follow these attire requirements while participating in career training and job placement activities:

- Trainees shall report to the training site each day in professional attire. Professional attire includes slacks and shirts with sleeves. Jeans are acceptable attire. Ladies may wear skirts. Tight or revealing attire, shorts, T- shirts, sweatshirts, halter tops, low cut tops, or clothing that reveals the midriff are not appropriate. Excessively worn or tattered jeans are not acceptable.
- Hats or caps should not be worn during indoor training sessions. Feet should be covered.
- All trainees should follow general cleanliness and good grooming practices.
- The use of inappropriate or offensive language is not permitted. Inappropriate or offensive language includes, but is not limited to, any language that is sexually oriented, sexually suggestive or abusive, harassing, defamatory, vulgar, obscene, profane, hateful, or that contains racially, ethnically or otherwise objectionable material of any kind.

Inappropriate attire or behavior may result in dismissal from the RTW program. Any questions about these guidelines should be discussed with the course instructor, or the RTW coordinator.

Ready to Work Training Classroom Policies and Procedures

The following policies and procedures must be adhered to and will be strictly enforced:

1. Do not change, modify or delete any current configurations of the computer unless specifically instructed to do so. This includes no screen savers, no changing of screen colors, no games, etc.
2. No eating or drinking near computers.
3. Keep classroom neat, clean, and orderly. Empty trash daily.
4. Attendance and punctuality are major concerns in the workplace; therefore both are vitally important in the Fast Track classroom. You must maintain a 95% attendance and 95% punctuality record for the entire class to be eligible for certification testing. If you have questions here, ask your instructor early!
5. Dress and appearance, conduct and behavior were addressed on the previous page. Remember, each should equal or surpass that which is expected in the workplace.
6. Teamwork is a key to success. When appropriate, help, support, motivate, encourage and strengthen each other. You started as a team; you should finish as a team.
7. Demonstrate the highest caliber of respect for your instructor. In the work environment he/she would be your supervisor and continued employment might depend on the level of respect shown.

Ready to Work Harassment Policy

Ready to Work Training (RTW) is committed to providing an environment free of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, or disability. Such harassment is a violation of RTW program policy. Any practice or behavior that constitutes harassment or discrimination shall not be tolerated at any RTW facility or office, or in any training program by any employee, training associate, agent, or non-employee on any Institution property and while engaged in any institutionally sponsored activities.

Employees and trainees of RTW shall strive to promote an environment that fosters personal Integrity where the worth and dignity of each human being is realized. Administrators, professional staff, and support staff shall adhere to the highest ethical standards.

The term "sexual harassment" for purposes of this policy shall mean unwelcome sexual advances, requests for sexual favors, and other verbal, graphic, or physical conduct of a sexual nature, or harassing conduct of any nature undertaken against an individual, including, but not necessarily limited to, slurs, jokes, or other verbal, graphic, or physical conduct.

Harassment of employees or trainees by non-employees is also a violation of this policy.

Any employee or trainee who becomes aware of any such harassment shall report the incident(s) to the course instructor or the RTW coordinator as promptly as possible after the harassment occurs. If the individual is not comfortable reporting the alleged incident to the course instructor or the RTW coordinator, the individual should contact the president of the applicable college campus for appropriate action. The employee or trainee will be asked to describe in writing exactly what he or she believes to have occurred, naming names and instances, and submit the written complaint to the appropriate official. The responsible individual will investigate the matter and report the findings to the president. The president will recommend a course of action.

Any reprisals or retaliatory action stemming from a complaint will not be tolerated, shall be reported immediately to the appropriate official, and are grounds for dismissal from employment or training.

Any employee who violates this policy is subject to disciplinary action up to and including immediate discharge. Any trainee who violates this policy is subject to disciplinary action up to and including immediate dismissal from training.

Ready to Work Training Americans with Disabilities Act (ADA) Policy

The Americans with Disabilities Act prohibits discrimination against qualified individuals with disabilities in all aspects of employment, public accommodations, transportation, and telecommunications. The Ready-to-Work Program will give fair consideration to performance of the essential functions of a job by persons with a disability with/without reasonable accommodations.

It is the official policy of the Alabama Department of Postsecondary Education, including Ready-to-Work, that no person in Alabama shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Should you be disabled and require special accommodation in order to participate in the RTW program meetings, interviews or training sessions, please notify your instructor or RTW coordinator of your needs so that specific arrangements can be made by RTW personnel.

Ready to Work Training (RTW) Program Review Verification

This information is provided as an advisory guide and is not all-inclusive. Rules and regulations presented here do not limit RTW's right to discipline or discharge for any reason deemed sufficient. The content and terms of this information, as well as other policies and procedures, may be changed or amended at any time by Ready to Work Training.

I acknowledge receiving the Ready-to-Work Program policy information. I agree to comply with rules, regulations, provisions, and policies described to me through this information handout and through other communication methods.

Trainee Signature

Date

AFTER YOU HAVE SIGNED AND DATED THIS PAGE, RETURN IT TO YOUR RTWCOORDIANATOR. KEEP THE POLICY GUIDELINES FOR YOUR REFERENCE.

Follow-Up Participation Agreement

I, _____
(Student's Name)

Agree to provide follow-up information to Bishop State Community College's "Ready-to-Work Program" staff six months after my participation in this training program. The information I provide will be in regards to my employment status and wages at the time of follow-up. I understand that participating in this follow-up activities is an important part of the "Ready-to-Work Training Program."

Signature

Date

Phone # _____

Cell # _____

Alternate Contact:

Name: _____

Phone: _____

NEED A JOB?

BE CAREER READY!

Bishop State Community College can prepare you to be Career Ready with a **FREE 6 WEEK** Workforce Development course which includes:

- ◆ WorkKeys Certification
 - Earn the Career Readiness Certificate
- ◆ Entry Level Job Training Skills
 - Computer Skills
 - Workplace Behavior
 - Job Search
- Problem Solving
- Manufacturing Skills
- Leadership Skills



**For More Information or to Enroll
Call Today!!!
251-405-7085**

