

MnDOT-DEED Highway Heavy Construction Training & Placement (HHCTP)

APPLICATION FORM –Program Year 2020

Application form must be fully completed by the applicant.

MnDOT-DEED HHCTP Administration reserves the right to reject any application.

Section 1—APPLICANT DATA

Name:

Last, First, Middle Initial

Address:

Home Phone Number:

Cell Phone Number:

Last 4 digits of your Social Security Number xxx-xx-

E-mail

Do you possess the following? *(Driver's license is required to establish program eligibility.)*

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

Current Driver's License Number _____ State _____ Exp. Date _____

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

Section 2—EDUCATION/TRAINING

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

*All candidates who have successfully completed a screening interview must participate in the HHCTP/Training Aptitude Assessment (TAA). As an alternative to the HHCTP, the National Career Readiness Certification exam may be used to establish program eligibility if completed before starting the classroom training. **If you do not possess a current NCRC certificate - with Silver Level scoring - you will need to participate in the HHCTP/TAA (Training Aptitude Assessment).** The HHCTP/TAA is delivered in English and is a paper-format aptitude assessment. Contact HHCTP Administration or your local CareerForce Center for more information.*

Have you successfully completed the three-part National Career Readiness Certification (NCRC) exam? **Yes** ___ **No** ___

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

Are you a Military Service Veteran? **Yes** ___ **No** ___

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

List skills, knowledge, and training, including military experience: _____

List equipment and machinery that you have professionally operated; include company name of project:

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.

If you require additional space to list your work history, photocopy the 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</i>	DO NOT WRITE IN, "SEE RESUME"		<i>Why did you leave?</i>

<i>Most Recent Employer</i>		<i>Date Started</i>	<i>Date Ended</i>
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<i>Job Title</i>	<i>Hours per week</i>	<i>Hourly wage</i>	<i>Phone</i>
<i>Brief description of duties and responsibilities</i>	DO NOT WRITE IN, "SEE RESUME"		<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** ___ **No** ___

Will you be able to work more than 40 hours/week, 8 hours/day and any shift without advance notification? **Yes** ___ **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 driver's license is required to establish employment readiness and program eligibility, and to support your successful acquisition of highway heavy construction jobs.)* **Yes** ___ **No** ___

If yes, please identify the restrictions: _____

Application form must be fully completed by the applicant.

Provide a brief explanation of why you would be a great candidate for this training program:

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

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 2020 MnDOT-DEED HHCTP PROGRAM ELIGIBILITY.

THIS INFORMATION WILL REMAIN CONFIDENTIAL AND IS REQUESTED ONLY TO DETERMINE YOUR MnDOT-DEED PROGRAM ELIGIBILITY

Please check the appropriate responses:

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

Carefully complete the application and return it by mailing to the address below or scanning and emailing the application to sylvia.garcia@state.mn.us

CareerForce—Saint Paul
Sylvia Garcia, MnDOT-DEED HHCTP
540 Fairview Avenue North, Suite 103
St. Paul MN 55104

Further information about this form is available from HHCTP Administration.
Please contact us directly at 651-539-4122

<u>Program Admin Office Use Only</u>	
Occupational Training Program:	

__ACCEPT	__DECLINE
Reason _____	

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.

- ✓ *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 HHCTP Administration 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 HHCTP Coordinator.*
- ✓ *I have read all sections of this application form and I understand that my giving false information or may 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 Re-Construction Training/Placement Program.*
- ✓ *I understand that I am advised to read the MnDOT-DEED 2020 HHCTP Program brochure and FAQ sheet thoroughly.*
- ✓ *I understand that I am limited to submitting one (1) application for the MnDOT-DEED 2020 Program year.*
- ✓ *I understand that additional screening and determination of Program eligibility, including information obtained through BCA sourced records, may be performed and researched by the State Program Manager, the State Program Coordinator or their designates after my interview.*

Applicant’s Signature:

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 (HHCTP) Program, may be limited to specific populations or demographics. This document is available in alternative formats upon request, including e-form.