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Career Training (Classroom-Based) Application

Applicants may apply for both Career Training (education-based) and Pathways to Employment (C

[here](#) to apply to the Pathways to Employment programs.

When completing the online application please use Internet Explorer 7 (or higher) or Firefox 3.5 (or higher).

Upload Instructions:

Click the Upload Resume to use your resume to pre-fill this application form, or click the LinkedIn link to pre-fill this application form with your LinkedIn profile. Your resume can be uploaded in any of the following formats: DOC, DOCX, RTF, PDF, TXT, HTML.

Note: Once the resume upload process is complete, please verify that your information automatically extracted from the resume. You may have to manually correct or fill out some of the fields.



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- [FAQ for Applicants](#)
- [Qualifications](#)

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Email Registration

Your email address will be your login name allowing you to update your profile. If you do not have an email address, you can obtain a free account at [Yahoo](#), [Hotmail](#) or [Gmail](#).

Please make sure your email address is in the following form: *username@ispname.com*

* Email:

Please create a password;
Passwords must be at least six (6) characters in length

* Create Password:

Re-type new password:

Initial Questions

Application

The application will take approximately 45 minutes to complete and must be done in one sitting. Please have all necessary documents prepared prior to the start of the application.

To submit your application, please complete the form below. Fields marked with a red asterisk * are required. When you have finished, click **Submit** at the bottom of this form. Please note you will not be able to submit until all fields marked with a red asterisk * are completed.

Personal Information

(P.O. Box Not Accepted)

* First Name:

* Last Name:

Middle:

* Phone #:

* Street Address:

* City:

* State/Territory:

* ZIP/Postal code:

Mobile #:

* Neighborhood:

--Please select--

Highest Education Level

* Highest Education Level: --Please select--

Please indicate the school you attended for the highest education, its location and your area of study, or if you obtained a GED, what organization awarded it.

* Education Information:

Technology (Software/Hardware) Skills and Training

Please select all technologies with which you have work experience. To select more than one entry, please click multiple entries while holding down the 'CTRL' key.

List of Skills:

ASP.NET
Cascading Style Sheets (CSS)
Citrix
Database Administration
HTML

Please enter in other applicable skills, not in the list, below.

Other Technical Skills:

Foreign Language Skills

Please enter all languages which you can read, write and speak and your skill level.

Language: Level: --Please select--

Language: Level: --Please select--

Language: Level: --Please select--

Language: Level: --Please select--

Employment Status

* Work Status: --Please select--

Are you currently receiving unemployment insurance (UI) benefits in Illinois? (*Unemployed after January 1, 2008*)

* Unemployment: --Please select--

If yes, enter bi-weekly amount. If no, enter \$0 in the 'Bi-Weekly UI Payment' field.

* Bi-Weekly UI Payment:

If \$0, explain why:

* Date of Recent UI
Payment:



Most Recent Salary

Please select the salary range that corresponds with your last full time job prior to being unemployed.

* Most Recent Salary
Range: --Please select--

Employment History - Please list your last two employers, even if temporary or part-time.

* Title:

* Date From: --Please select-- --Please select--

* Date To: --Please select-- --Please select--

Employment Status: --Please select--

Avg. hours per week:

* Reason For Leaving: --Please select--

Explanation:

Please enter your annual salary *or* your hourly rate.

Annual Salary:

Hourly Wage:

* Company Name:

* Company Street Address:

* Company City/State/ZIP:

Company Phone:

Direct Supervisor:

Ok To Contact:

Responsibilities and Duties

* Description:

* Title:

* Date From: --Please select-- --Please select--

* Date To: --Please select-- --Please select--

Employment Status: --Please select--

Avg. hours per week:

* Reason For Leaving: --Please select--

Explanation:

Please enter your annual salary *or* your hourly rate.

Annual Salary:

Hourly Wage:

* Company Name:

* Company Street Address:

* Company City/State/ZIP:

Company Phone:

Direct Supervisor:

Ok To Contact:

Responsibilities and Duties

* Description:

[+ Add Another](#)

Career Training Programs

Career Training is Chicago Career Tech's intensive, education-based, three- to six-month program that offers the following to unemployed Chicagoans:

- Certified classroom training from leading educational institutions
- Hands-on learning experience where participants apply their newly acquired skills at a Chicago-based  [business or nonprofit organization](#)

- Career and professional development services
- Unlimited opportunities to grow professional networks
- [Microsoft IT Support](#)
- [Microsoft Office Specialist](#)
- [Mobile Application Development](#)
- [Network Technician \(CISCO\)](#)
- [Project Management](#)
- [SharePoint Content Management](#)
- [Web Design and Development](#)

Please rank your **top three** interests in the following career training track offerings, with 1 being the most interested. Chicago Career Tech will try to honor your ranking, but cannot guarantee that you will be assigned your first preference. Please be sure you are comfortable with all three possibilities.

- * Career Training Choice #1: --Please select--
- * Career Training Choice #2: --Please select--
- * Career Training Choice #3: --Please select--

Hands-On Learning

Do you have a car available and are you willing to drive to your hands-on learning assignment if necessary?

- * Transportation: --Please select--

Do you have a laptop computer that you would be willing to use at your hands-on learning assignment, if necessary?

- * Laptop: --Please select--

If you have a laptop, and you have Microsoft Office installed, please indicate the version.

MS Office Version:

Although we offer no guarantees with regards to your hands-on learning assignment, please rank the top three industries in which you would like to focus:

- Industry Choice 1: --Please select--
- Industry Choice 2: --Please select--
- Industry Choice 3: --Please select--

Please review the list of hands-on learning partners listed on the Chicago Career Tech website ([Hands-On Learning Partners](#)) and list five organizations that you would like to be placed for your hands-on learning. Please remember that CCT is unable to make any guarantees regarding your hands-on learning assignment.

Top Five Organizations:

How Did You Hear About Us?

- * Source: --None--

Other (Specify Source):

Additional Information

Have you previously interviewed for the Chicago Career Tech program?

- * Previously Interviewed: --Please select--

Were you previously accepted to the Chicago Career Tech Program?

- * Previously Accepted: --Please select--

If you were accepted but did not enroll, please explain:

Explain:

Do you have a legal right to work in the US?

- * Citizenship: --Please select--

Enter your Social Security Number:

* Social Security Number:

Format: ###-##-####

Criminal Background - All program applicants are subject to a thorough criminal background check and drug test. Some training tracks may require additional screening.

Have you ever been convicted of a felony?

* Felony: --Please select--

Have you ever been convicted of a misdemeanor?

* Misdemeanor: --Please select--

Emergency Contacts

* Emerg Contact1 Name:

* Relationship To You:

Emerg Contact1 Address:

* Day-time Phone Number:

Emerg Contact1 Email:

* Cell Phone Number:

* Emerg Contact2 Name:

* Relationship To You:

Emerg Contact2 Address:

* Day-time Phone Number:

Emerg Contact2 Email:

* Cell Phone Number:

Required Attachments

Attachments can be uploaded in any of the following formats: DOC, DOCX, RTF, PDF, TXT, HTML.

Please note: After you submit your application, you have the option to go back into the system to upload attachments, as long as they are uploaded by **Friday, March 23, 2012 at 5 p.m. Central Time.**

Please try to scan all attachments into one .pdf file, as the system will only accept a total of six attachments, including your resume. If you are not able to scan your documents, please email cct@nationalrecruitmentcenter.com for further instructions.

If you do not submit your attachments by the due date listed above, your application will be considered incomplete.

The documents listed below are required. Please gather and attach these documents as part of your application above.

- **Attachment #1:** Resume (you should have uploaded this at the beginning of this application)
- **Attachments #2 and #3:** Proof of City of Chicago residency (a copy of a valid driver's license or valid state identification card and your most recent December 2011 or January 2012 utility or credit card bill)
- **Attachment #4:** Proof of current or exhausted Illinois Unemployment Insurance (UI) benefits (a copy of your most recent Benefit Payment Detail Report or UI Benefit Paystub)
- **Attachment #5:** Proof of most recent salary (from the job that you were laid off) confirming that it is within \$25,000-\$90,000 (a copy of your last employer pay stub)
- **Attachment #6 (optional):** Proof of military service (applicable only if necessary to prove salary eligibility)

* **Add Resume & Attachments**

Text Resume

You may use the text area below to copy/paste your resume.

Copy/Paste Resume:

Application Statement

I understand that the Chicago Career Tech program is a five or six-day-a-week initiative for up to six months (varies upon each career training track). If I am accepted into the program, I am available to participate in the full duration of the program up to six months. I also understand that this program is being evaluated. If selected as a participant, I do consent to actively take part in research conducted by way of surveys, phone interviews, and other mediums via Chicago Career Tech and any of its affiliated partners. Please review the program [details](#). If accepted into the program, I agree and authorize Chicago CareerTech to share my resume with potential and interested groups.

* Agree:

By checking the box below, I certify that I understand I will be required to submit proof of previous employment, education, military service or any other

statements in this application. I understand that if selected a criminal background check will be completed and that I must complete a scheduled drug test. Additional screening may take place within the course of the program. I authorize the release of this and other information covering past job related factors for the purposes of verification and determination of suitability for program participation. I certify that the information on this application is true and correct to the best of my knowledge. If Chicago Career Tech finds at any time that the information submitted is inaccurate it will be grounds for immediate release from the program.

I have read and understand the statement above:

* I Agree:

* Electronic Signature:

* Signature Date:

Format: ##/##/####

Voluntary Equal Opportunity Questionnaire

The following information will be used for reporting purposes only.

Gender: --Please select--

Race: --Please select--

Birthdate:

Have you ever served in the United States military?

Military Service: --Please select--

If Yes, please identify all U.S. military service you have performed. To select more than one entry, please click multiple entries while holding down the 'CTRL' key.

Military Branch:

Military Service Start:

Military Service End:

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