Application Packet For
CNC Machine Operator XXVI
Bootcamp Training Program

Contact			
Kenosha County	Rich Salisbury	rich.salisbury@kenoshacounty.org	(262) 653-7342
Racine County	Todd Nienhaus	todd.nienhaus@racinecounty.com	(262) 638-6541
Walworth County	Mark Leemkuil	MLeemkuil@dwfs.us	(262) 741-5272

Pick up and turn in applications at:	
Kenosha County	Kenosha County Job Center (Reception) at 8600 Sheridan Rd., Kenosha
Racine County	Racine County Workforce Solutions (Resource Room) at 1717 Taylor Ave., Racine
Walworth County	Walworth County Job Center at 400 County Road H, Elkhorn

Applications are due no later than 5:00pm on Friday, December 16, 2016.

CNC Operator Training Program Checklist

These may be done in any order. Make sure that you complete all steps and have the appropriate documentation attached when submitting your application.

☐ Work Application completed (page 7 & 8)

☐ Printed copy of resume attached

☐ WorkKeys test results attached (1 for each test)

☐ GTC's Accuplacer assessment test results attached

☐ CNC Operator Boot Camp informational session attended and certificate attached

☐ Bootcamp Information Survey completed and attached along with supporting documentation (page 6)

☐ Southeast Workforce Development Board expectations worksheet completed and attached (will receive at information session)

☐ Essay attached (optional); No more than 200 words

CNC Operator Bootcamp Application Process

QUALIFICATIONS

Minimum Qualifications: To be considered for the CNC Operator Bootcamp applicants must, at a minimum, meet the following criteria:

1. Be a resident of Racine, Kenosha, or Walworth County
2. Be at least 18 years of age
3. Turn in completed application by December 16, 2016 before 5:00pm. See cover to determine where you can return your completed application.

APPLICATION PROCESS
STEP 1
Applications will be accepted until 5:00pm December 16, 2016. To be considered a complete application, the following <u>must</u> be included:
1) Completed SEWDB "Work Application" (attached)
2) Copy or original WorkKeys test results
3) Copy of Accuplacer test results
4) Paper copy of resume
5) Review and signed SEWDB expectations worksheet (provided at information sessions)
6) Original *certificate of attendance* for the CNC Operator Boot Camp information session: This session explores CNC operation as a career, and explains the classroom expectations and employment goals of the boot camp (certificate provided at session)
7) Completed Boot Camp Information Survey along with supporting documentation
8) Optional (but recommended) - A typed or printed written essay of no more than 200 words explaining why you should be provided the opportunity to participate in this program

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Incomplete or late applications will not be considered!

STEP 2
All completed applications will be reviewed and selected applicants will be invited to an interview to assess their interest and qualifications.

STEP 3
Selected and qualified applicants will be offered an opportunity to participate in the program.

STEP 4
Selected participants must attend a full-day registration/enrollment session to complete required Southeast Workforce Development Board paperwork.

Notification of Selection: *Only applicants who have been selected will be notified.*

Resources for Completing Your Application

Application: Application packets may be obtained in the Resource Room at:
- Racine County Workforce Solutions, located at 1717 Taylor Ave. in Racine
- Burlington RCWS, located at 209 Main Street in Burlington
- Kenosha County Job Center, located at 8600 Sheridan Rd. in Kenosha
- Walworth County Job Center, located at 400 County Road H in Elkhorn

Academic assessment: You must complete WorkKeys testing. This is free of charge and can be taken at your local workforce organization. WorkKeys consists of three tests: Reading for Information, Applied Math, and Locating Information. KeyTrain is a set of test preparation modules where you must achieve the minimum scores before taking the WorkKeys tests.

Key Train: Prior to testing you must complete the following steps:

1. **Register on the www.JobCenterofWisconsin.com website.** To do this click on the gold key in the orange login area in the site. You will be asked to answer a series of questions. You must answer all the questions to be registered. You may use the computers at your local workforce organization to complete this step. If you have already registered on the Job Center of Wisconsin, proceed to step 2.

2. **Practice on KeyTrain** – An Internet-based training site. Once you get your KeyTrain username and password from your local workforce organization, you can practice from any Internet computer. Racine County Workforce Solutions (1717 Taylor Ave., Racine) offers the following sessions if you need help getting started.

Wednesday, November 2nd	9:00am	RCWS - Classroom B
Wednesday, November 9th	1:00pm	RCWS - Classroom B
Tuesday, November 22nd	9:00am	RCWS - Classroom B
Wednesday, December 7th	1:00pm	RCWS - Classroom B

   You do NOT have to do the modules if you have the minimum scores on the Pre-Test for each subject. A test score of level 4 or higher is required in Reading for Information and Applied Math. A test score of level 3 or higher is required in Locating Information.

3. Once you have reached the minimum required levels or higher in each of the three testing categories, **call the employment consultant for your county to schedule yourself for an upcoming WorkKeys testing session:**

   - In Racine County, contact Todd Nienhaus at (262) 638-6541
   - In Kenosha County, contact Rich Salisbury at (262) 697-4527
   - In Walworth County, contact Mark Leemkuil at (262) 741-5272

4. Take and pass all three WorkKeys assessments. A test score of level 4 or higher is required in Reading for Information and Applied Math. A test score of level 3 or higher is required in Locating Information. Attach a copy of the results for each test. Your National Career Readiness Certificate (NCRC) will be mailed to you, but is not needed for this application.

Accuplacer: Talk to the Student Express Associate at your local Gateway campus, call 1-800-247-7122, or sign up for your tests online. For more information go to: https://www.gtc.edu/student-services/testing-services/how-do-i-sign-up-test

Resumes: Applicants who need assistance creating a resume can make an appointment by contacting your local workforce organization.

CNC Operator Boot Camp informational session: Informational sessions about the boot camp will be at Gateway's iMET campus (2320 Renaissance Blvd., Sturtevant, WI 53177). There is no pre-registration; applicants should choose <u>one</u> session to attend and arrive prior to the start time. These are scheduled sessions:

Wednesday, November 9th	9:00am	iMET (Room 400)
Monday, November 28th	1:00pm	iMET (Room 400)
Wednesday, December 7th	9:00am	iMET (Room 400)
Wednesday, December 14th	9:00am	iMET (Room 402)

CNC Operator Training

Training: Training will take place at Gateway Technical College's SC Johnson iMET Center at 2320 Renaissance Blvd in Sturtevant beginning Monday, January 9, 2017, and ending Friday, April 14, 2017. Class runs Monday – Friday 7:30am – 4:30pm. Free parking is available in the lot in front of the campus. The iMET Center is on the city bus line. Bootcamp costs will be paid for by a grant from SC Johnson a Family Company.

Bootcamp Information Survey

Unemployment Eligibility
Within the last **three** years have you collected Unemployment Insurance?

Yes ☐   No ☐

If so, please submit 1099-G, letter of eligibility from the Unemployment Insurance Division. If you do not have a 1099-G any recent correspondence from Unemployment will suffice.

During 2015, 2016, or 2017 did you lose your job through no fault of your own?

Yes ☐   No ☐

Veteran's Status
Are you a military veteran with at least 180 days of active service, a spouse of a veteran, or child of a veteran killed in the line of duty?

Yes ☐   No ☐

If you answered "yes" to the above question attach a copy of your DD-214.

Income
Please state your income for the last year (from this date to 1 year ago) – do not include unemployment.

$_____

Previous Manufacturing Experience

☐ Less than 1 year   ☐ 1 - 2 years   ☐ 3 - 5 years   ☐ 6 - 10 years   ☐ Over 10 years

CNC Operator Salary Expectations
After doing some Internet research on CNC Operator salary ranges, what is a wage typically earned by an entry-level CNC Operator?
(possible source: http://worknet.wisconsin.gov)

$ _____ an hour. *Print the supporting page and attach to the application.*

The minimum salary that I am willing to accept as
a CNC Operator is $ _____ an hour.

Commute Distance
How many miles, one-way, are you willing to commute for a job as a CNC Operator?
_____ miles

Name: _____   Date: _____

	WORK APPLICATION	WDB workforce development board • southeast wisconsin •

Company Name: CNC Operator Boot Camp XXVI	Date:

PLEASE PRINT OR TYPE ALL INFORMATION	**USE ADDITIONAL PAGES IF NECESSARY**

Personal information you provide may be used only for determining your qualifications relative to this position.

Last Name	First Name	Middle Name

Application for Position of:	Date Available
Present Address (number, street, city, state, zip code)	Home Phone
Mailing Address (if different from above)(number, street, city, state, zip code)	Cell Phone

What hours are you **NOT** available to work? ☐ AM ☐ PM

What days are you **NOT** available to work?
☐ Monday ☐ Tuesday ☐ Wednesday ☐ Sunday
☐ Thursday ☐ Friday ☐ Saturday

Types of Employment Preferred (Check more than one box if desired)
☐ Regular (Full Time) ☐ Regular (Part Time)
☐ Temporary (Full Time) ☐ Temporary (Part Time)
Until: ___ Until: ___

Do you have access to a car?	☐ Yes	☐ No
Do you have a valid driver's license?	☐ Yes	☐ No
Are you over age 18?	☐ Yes	☐ No
Are you a U.S. Citizen, or do you have an entry permit which allows you to work?	☐ Yes	☐ No
Have you been convicted of a felony? If 'yes' please attach a written explanation	☐ Yes	☐ No

EDUCATION AND TRAINING

Check the box next to the highest grade or year completed in school:
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6
☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12

Do you have a High School Diploma or GED Equivalency? ☐ Yes ☐ No
Year attained:

Name and Location of High School

Training Beyond High School (College or University, Nursing, Business College, or other schools you have attended.) Under credits earned indicate Q for Quarter Hours and S for Semester Hours.

Check the box next to the number of years in College or University:
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6
☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12

Name and Location	Dates Attended		Credits Earned	Major Field	GPA/Base	Degree (and Year) Conferred
	From	To				

Describe any education or training you have had which is not covered above, such as vocational school, correspondence courses, service school schools, in-service training, or volunteer work which you feel is **relevant** to the job or jobs for which you are applying. Also include **relevant** licenses or certificates. **Be specific.**

List any organizations you belong to (or have belonged to) and any job related honors or awards you have received:

WORK EXPERIENCE: Provide a complete description. This information will be used to determine your qualifications. **BE SPECIFIC**. Start with your most

recent job. BE CERTAIN TO INCLUDE SERVICE IN THE ARMED FORCES. For part-time work, show the average number of hours per month. Indicate any changes in job title under same employer as a separate position.

Employer	Kind of Business	Street Address
Your Title	Reason for Leaving	City, State, Zip Code
Your Duties		Name of Supervisor
		Total Time Employed: ☐ Full Time ☐ Part Time
		From (Month & Year) / To (Month & Year)
		Check one: ☐ Monthly Salary Beginning: $_____ ☐ Hourly Salary Ending: $_____

Employer	Kind of Business	Street Address
Your Title	Reason for Leaving	City, State, Zip Code
Your Duties		Name of Supervisor
		Total Time Employed: ☐ Full Time ☐ Part Time
		From (Month & Year) / To (Month & Year)
		Check one: ☐ Monthly Salary Beginning: $_____ ☐ Hourly Salary Ending: $_____

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Your Duties		Name of Supervisor
		Total Time Employed: ☐ Full Time ☐ Part Time
		From (Month & Year) / To (Month & Year)
		Check one: ☐ Monthly Salary Beginning: $_____ ☐ Hourly Salary Ending: $_____

May we communicate with your present employer? ☐ Yes ☐ No
May we communicate with your past employers? ☐ Yes ☐ No

PROFESSIONAL REFERENCES: (Please list three business references who have knowledge of your experience and ability.)

Name	Business Name	Telephone
Name	Business Name	Telephone
Name	Business Name	Telephone
Signature		Date Signed:

CNC Boot Camp 26 ~ November 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 **APPLICATIONS AVAILABLE**	**2** 9AM **KEYTRAIN** RCWS – Room B	**3** 9AM **CLASSROOM EXPECT** INFO SESSION iMET – Room 403	**4** 9:00AM WORKKEYS TEST DAY	**5**
6	**7**	**8**	**9** 9AM **WHAT IT REALLY MEANS…** INFO SESSION RCWS – Room C 1PM **KEYTRAIN** RCWS – Room B	**10**	**11**	**12**
13	**14**	**15** 1:30PM WORKKEYS TEST DAY	**16**	**17**	**18**	**19**
20	**21** 1PM **CLASSROOM EXPECT** INFO SESSION iMET – Room 400	**22** 9AM **KEYTRAIN** RCWS – Room B	**23** 1:30PM WORKKEYS TEST DAY	**24**	**25**	**26**
27	**28** 1PM **WHAT IT REALLY MEANS…** INFO SESSION RCWS – Room C	**29**	**30**	**Notes:**		

CNC Boot Camp 26 ~ December 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 9AM 📖 **CLASSROOM EXPECT** INFO SESSION iMET – Room 400	**2**	**3**
4	**5**	**6** 9AM ✋ **WHAT IT REALLY MEANS…** INFO SESSION RCWS – Room C	**7** 1PM **KEYTRAIN** RCWS – Room B	**8**	**9**	**10**
11	**12** 1PM 📖 **CLASSROOM EXPECT** INFO SESSION iMET – Room 400	**13** **9:00AM WORKKEYS TEST DAY**	**14** 9AM ✋ **WHAT IT REALLY MEANS…** INFO SESSION RCWS – Room C	**15**	**16** **APPLICATIONS DUE AT 5PM!**	**17**
18	**19**	**20**	**21**	**22**	**23**	**24**
25	**26**	**27**	**28**	**29**	**30**	**31**