



Application Packet For
**Telecom/Cabling
 Installer III** (2017)
 Bootcamp Training Program

Contact			
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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, January 13, 2017.

What is a Telecom/Cabling Installer?

A Telecom/Cabling Installer installs communications equipment used in telephone, television, networking, and access control systems. An installer must be able to safely work at heights and in tight spaces. Duties would include pulling and terminating cable, basic testing and troubleshooting, installing fire stop systems, and working well with customers. The installer must adhere to strict industry codes and standards.

For more information on a Telecom/Cabling Installer career, visit <http://www.onetonline.org/link/summary/49-2022.00>

Lessons learned in the bootcamp will be practiced in the lab, where students become comfortable applying installation techniques in real life situations. Bootcamp students will test, troubleshoot, and gain hands-on experience.

Skilled telecommunications jobs are in demand in the local area. This program will prepare the student for an entry level position in this field. Many area employers were involved in the development of this program and are working with Racine County Workforce Solutions, the Kenosha Job Center, and the Walworth County Job Center to employ students that have successfully passed the Boot Camp.

Telecom/Cabling Installer Program Checklist

These may be done in any order, but make sure that you attend BOTH the “What it Really Means to be a Telecom/Cabling Installer” AND “Classroom Expectations” information sessions. Make sure that you complete WorkKeys testing and have the appropriate documentation attached when submitting your application.

- Work Application completed
- Printed copy of resume attached
- Completed WorkKeys test results attached (1 for each test)
- GTC’s Accuplacer assessment test results attached
- “What it Really Means to be a Telecom/Cabling Installer” informational session attended and certificate attached
- Telecom/Cabling Installer Classroom Expectations informational session attended and certificate attached
- Bootcamp Information Survey completed and attached along with supporting documentation
- Southeast Workforce Development Board expectations worksheet completed and attached (will receive at information session)
- Essay attached (optional); No more than 200 words.

Telecom/Cabling Installer Bootcamp Application Process

QUALIFICATIONS

Minimum Qualifications: To be considered for the Telecom/Cabling Installer 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. Must be able to:
 - a) Work “non-traditional” work hours (i.e. late nights, weekends, holidays)
 - a) Distinguish between colors (required for wiring)
 - b) Work occasionally at heights on ladders and lifts
 - c) Work occasionally in confined spaces
4. Turn in completed application by January 13, 2017 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 January 13, 2017. To be considered a complete application, the following must 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 Classroom Expectations session: an informational session hosted by Gateway Technical College staff explaining classroom expectations and learning goals of the intense training session (provided at session)
- 7) Original *certificate of attendance* for “What It Really Means to be a Telecom/Cabling Installer session: an employer-led informational session on the type of employee the industry is looking for to fill these positions (provided at session)
- 8) Completed Bootcamp Information Survey along with supporting documentation
- 9) 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

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 9 th	1:00pm	RCWS - Classroom B
Tuesday, November 22 nd	9:00am	RCWS - Classroom B
Wednesday, December 7 th	1:00pm	RCWS - Classroom B
Tuesday, January 3 rd	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: Call the contact person listed for your county on the cover of this document to make an appointment to test.

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

Classroom Expectations Information Session: Informational sessions about classroom expectations and curriculum will be at Gateway’s iMET campus (2320 Renaissance Blvd., Sturtevant, WI 53177). There is no pre-registration; applicants should choose one session to attend and arrive prior to the start time. These are scheduled sessions:

Monday, December 12 th	9:00am	iMET (Room 231)
Thursday, December 22 nd	1:00pm	iMET (Room 231)
Wednesday, January 4 th	9:00am	iMET (Room 231)
Monday, January 9 th	9:00am	iMET (Room 231)
Thursday, January 12 th	1:00pm	iMET (Room 231)

“What It Really Means to be a Telecom/Cabling Installer” Employer Information Session: These sessions will be at Gateway’s iMET campus (2320 Renaissance Blvd., Sturtevant, WI 53177). Local employers will discuss their expectations and describe the job of a Telecom/Cabling Installer. There is no pre-registration; applicants should choose one session to attend and arrive prior to the start time. These are the scheduled sessions:

Thursday, December 8 th	1:00pm	RCWS (Room C)
Wednesday, December 14 th	1:00pm	RCWS (Room C)
Tuesday, December 20 th	9:00am	RCWS (Room C)
Friday, January 6 th	1:00pm	RCWS (Room C)
Tuesday, January 10 th	9:00am	RCWS (Room C)

Telecom/Cabling Installer Training

Training: Training will take place at Gateway Technical College’s SC Johnson iMET Center at 2320 Renaissance Blvd in Sturtevant beginning Monday, February 6, 2017, and ending Friday, April 28, 2017. Class runs Monday through 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.

WORK APPLICATION



Company Name: **Telecom/Cabling Installer III** 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
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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? <input type="checkbox"/> AM <input type="checkbox"/> PM What days are you NOT available to work? <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Sunday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday	Types of Employment Preferred (Check more than one box if desired) <input type="checkbox"/> Regular (Full Time) <input type="checkbox"/> Regular (Part Time) <input type="checkbox"/> Temporary (Full Time) <input type="checkbox"/> Temporary (Part Time) Until: _____ Until: _____
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Do you have access to a car?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have a valid driver's license?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you over age 18?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you a U.S. Citizen, or do you have an entry permit which allows you to work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you been convicted of a felony? If 'yes' please attach a written explanation	<input type="checkbox"/> Yes	<input type="checkbox"/> No

EDUCATION AND TRAINING

Check the box next to the highest grade or year completed in school: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	Do you have a High School Diploma or GED Equivalency? <input type="checkbox"/> Yes <input type="checkbox"/> No Year attained: _____
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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: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12
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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: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	
		From (Month & Year)	To (Month & Year)
		Check one: <input type="checkbox"/> Monthly Salary Beginning: \$ _____ <input type="checkbox"/> 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: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	
		From (Month & Year)	To (Month & Year)
		Check one: <input type="checkbox"/> Monthly Salary Beginning: \$ _____ <input type="checkbox"/> 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: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	
		From (Month & Year)	To (Month & Year)
		Check one: <input type="checkbox"/> Monthly Salary Beginning: \$ _____ <input type="checkbox"/> 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: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	
		From (Month & Year)	To (Month & Year)
		Check one: <input type="checkbox"/> Monthly Salary Beginning: \$ _____ <input type="checkbox"/> 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:

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.

\$ _____

Telecom/Cabling Installer Salary Expectations

The minimum salary that I am willing to accept as a Telecom/Cabling Installer is \$ _____ an hour.

Commute Distance

How many miles, one-way, are you willing to commute for a job as a Telecom/Cabling Installer?

_____ miles

Name: _____

Date: _____

Telecom Boot Camp 3 ~ November 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 APPLICATIONS AVAILABLE	2	3	4	5
6	7	8	9 1PM KEYTRAIN RCWS – Room B	10	11	12
13	14	15 1:30PM WORKKEYS TEST DAY	16	17	18	19
20	21	22 9AM KEYTRAIN RCWS – Room B	23 1:30PM WORKKEYS TEST DAY	24	25	26
27	28	29	30	Notes:		

Telecom Boot Camp 3 ~ December 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7 1PM KEYTRAIN RCWS – Room B	8 1PM  WHAT IT REALLY MEANS... INFO SESSION RCWS – Room C	9	10
11	12 9AM  CLASSROOM EXPECT INFO SESSION iMET – Room 231	13 9:00AM WORKKEYS TEST DAY	14 1PM  WHAT IT REALLY MEANS... INFO SESSION RCWS – Room C	15	16	17
18	19	20 9AM  WHAT IT REALLY MEANS... INFO SESSION RCWS – Room C	21	22 1PM  CLASSROOM EXPECT INFO SESSION iMET – Room 231	23	24
25	26	27	28	29	30	31

Telecom Boot Camp 3 ~ January 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 1PM KEYTRAIN RCWS – Room B	4 9AM  CLASSROOM EXPECT INFO SESSION iMET – Room 231	5	6 1PM  WHAT IT REALLY MEANS... INFO SESSION RCWS – Room C	7
8	9 9AM  CLASSROOM EXPECT INFO SESSION iMET – Room 231	10 9AM  WHAT IT REALLY MEANS... INFO SESSION RCWS – Room C	11 9:00AM WORKKEYS TEST DAY	12 1PM  CLASSROOM EXPECT INFO SESSION iMET – Room 231	13 APPLICATIONS DUE AT 5PM!	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	Notes:			