

# Edison Job Corps Center

## Advanced Training Application

500 Plainfield Avenue  
Edison NJ 08817  
Phone: (732) 985-4800  
Fax: (732) 985-8551

Please select program you are applying for:

- ☐ Advanced Information Technology
- ☐ Advanced Plumbing

**Student Name (print):**

Student ID# \_\_\_\_\_ Student Date of Birth \_\_\_\_\_

Date of Enrollment \_\_\_\_\_

Career Technical Training Program Completed: \_\_\_\_\_

TABE Reading Score: \_\_\_\_\_ Math Score: \_\_\_\_\_

Please circle: High School Diploma/ High School Equivalency/ GED

Driver's License State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Sending Center: \_\_\_\_\_

Transfer Coordinator Name: \_\_\_\_\_

Title: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-MAIL Address: \_\_\_\_\_

Completed application packages (including the sealed medical record) should be sent via overnight delivery (FEDEX, UPS, USPS, etc) to:

Edison Job Corps Center  
Attention: Center Director's Office  
500 Plainfield Avenue  
Edison, NJ 08817

*\*Center Director's Office will forward the packets to appropriate Advanced Training Program Staff for processing.*

### **Advanced Plumbing Requirements**

Total length of stay (120 paid days minimum)  
Facilities Maintenance or Plumbing Trade completer  
High School Diploma or GED  
Age Requirement (minimum 18)  
Valid Driver's License Preferred  
Clean Driving Record  
TABE Scores 600 Reading & 630 Math (TABE 11/12, D-Level 10<sup>th</sup> grade or higher)  
Good Attendance & Positive Progress Records  
Good Behavior Records (no major Incident Reports in past 90 days)  
Clean Background Check  
Must be willing to follow Center's Expectations  
Ability to work with others in a multicultural environment

### **Advanced Information Technology Requirements**

Total Length of stay (6 to 8 months)  
Office Administration or Basic Computer related trade completer (ex: Computer Repair, Networking, Cabling, IT Fundamentals).  
High School Diploma or GED  
Age Requirement (minimum 18)  
Valid Driver's License Preferred  
TABE Scores 600 Reading & 630 Math (TABE 11/12, D-Level 10<sup>th</sup> grade or higher)  
Good Attendance & Positive Progress Records  
Clean Background Check  
Behavior Records (no major Incident Reports in past 90 days)  
Must be willing to follow Center's Expectation  
Ability to work with others in a multicultural environment

### **REQUIRED DOCUMENTS (PLEASE DO NOT STAPLE DOCUMENTS)**

- ☐ Copy of current (the day you send the actual application) Student Profile (ETA 640)
- ☐ Copy of Job Corps Primary applicant form 3 pages (ETA 652)
- ☐ Copy of completed TRAINING ACHIEVEMENT RECORD (TAR)
- ☐ Copy of HSD or GED
- ☐ Copy of Birth Certificate (must possess original)

- ☐ Copy of Social Security Card (must possess original)
- ☐ Copy of last PCDP or My PACE Career Plan (PAR)
- ☐ Copy of all Case Notes
- ☐ Copy of Detail Incident Report from CIS
- ☐ Copy of Valid Driver's License (not expired)
- ☐ Written recommendation from CSO, Counselor and CTT Instructor
- ☐ Signed Authorization Release of Information (See below)
- ☐ Signed Student Workplace Expectation Contact (see below)
- ☐ Copy of Driver's abstract from DMV (Plumbing trade only)
- ☐ Recent Criminal Background check. (Please obtain form requesting Center's Human Resources Department) Plumbing trade only
- ☐ Essay (goals concerning advance training, with the mention of requesting advance training trade knowledge)

Students **must** possess 2 forms of ID (valid Driver's License, valid State ID w/photo, original Birth Certificate, original Social Security Card, etc. ) bring with them to Edison Job Corps Center in order to be eligible to take Certification test and file employment eligibility.

***Important Note:*** Transfer students are expected to bring at least one outfit of professional business attire with them, including dress shoes. Please coordinate with your sending center's staff to make sure that you will have appropriate clothing for the program before you arrive.

*I certify that student, \_\_\_\_\_, meets the eligibility criteria for the Advanced Program at Edison Job Corps Center. I acknowledge that this student is genuinely serious about the advance training program, and in pursuing employment in the field. I also acknowledge that the above named student has agreed to commit to this program. By signing below, I understand and agree to these terms and conditions related to this transfer.*

\_\_\_\_\_  
Transfer Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Career Technical Instructor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Counselor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Wellness Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Center Director

\_\_\_\_\_  
Date

**Edison Job Corps Center**



**Edison NJ 08817  
Phone: (732) 985-4800  
Fax: (732) 985-8551**

**EDISON JOB CORPS CENTER  
CAREER DEVELOPMENT SERVICES  
AUTHORIZATION TO RELEASE INFORMATION**

\_\_\_\_\_  
(Print Student Name)

\_\_\_\_\_  
(Student ID Number)

I hereby authorize the release of any and all information pertaining to my employment, enrollment in school, or entry into the military to Edison Job Corps Staff or any other job Corps representative during or after my enrollment in the Job Corps program (including wage per hour, tips and/or bonuses; start/enrollment date; name of supervisor; job title; job duties and satisfaction with my job performance).

I also authorize the use of likeness for the purpose promotional materials.

This information may be used for statistical purpose, award of monetary bonuses, to evaluate the effectiveness of Edison Job Corps Career Development Services, and/or to upgrade training within the Job Corps program.

Signature must be in blue or black ink.

\_\_\_\_\_  
(Student Signature and Date)

\_\_\_\_\_  
(Witness' Signature and Date)

**Edison Job Corps Center  
Medical Transfer Criteria**

Student \_\_\_\_\_ ID # \_\_\_\_\_

Sending Center: \_\_\_\_\_ Date Sent: \_\_\_\_\_

**PLEASE SEAL MEDICAL CONTENTS IN A SEPARATE SEALED ENVELOPE.**

**\*PLEASE SEND ALL INFORMATION (MEDICAL and APPLICATION PACKET) TOGETHER BY OVERNIGHT MAIL.**

MEDICAL FOLDER MUST INCLUDE THE FOLLOWING:

DENTAL: \_\_\_\_\_ Documentation of dental exam within the last 6 months

MEDICAL: \_\_\_\_\_ Copy of entry physical exam and current physical exam (SF88)  
\_\_\_\_\_ All chronological records of medical care  
\_\_\_\_\_ HIV test on admission  
\_\_\_\_\_ RPR and PPD within last year  
\_\_\_\_\_ (If PPD, documentation of INH treatment)  
\_\_\_\_\_ Hemocrit/Hemoglobin result within last year  
\_\_\_\_\_ Any/all current immunization records  
\_\_\_\_\_ If there are any significant or chronic medical problems, please  
\_\_\_\_\_ send a progress note (SF600) or any information about it.

DRUG: \_\_\_\_\_ All TEAP (AODA) notes and drug screen results

MENTAL

HEALTH: \_\_\_\_\_ Mental Health Service report, if any . OR  
\_\_\_\_\_ Notation that no mental health concerns were identified during  
\_\_\_\_\_ current enrollment.  
\_\_\_\_\_ Letter of recommendation from Mental Health Consultant stating  
\_\_\_\_\_ Student is suitable for Advance Training.

\_\_\_\_\_  
Wellness Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number



**Edison Job Corps Center  
Workplace Expectations Contract**

I, (print name) \_\_\_\_\_, acknowledge that when I enrolled in the Edison Job Corps Center, I understood and agreed to follow the rules and regulations established by the Edison Job Corps Center as outlined below. As a condition for my

continued enrollment, I am confirming my responsibility to maintain the workplace standards set forth as follows:

- I agree to be on time for classes and appointments, and will work diligently to improve my academic, Career Technical Training (CTT) and Career Success Standards (CSS) skills. I will take direction from my workplace supervisors without questioning their authority or direction and will not be insubordinate to direction provided.
- I understand that when I arrive at or leave the Center I will sign in and sign out at the designated location.
- I will have my identification badge in my possession and visibly displayed at all times for accountability purposes.
- I will be respectful to students, staff and the Center community through my actions, language, treatment of others and the care and protection of government equipment, property, and grounds.
- I will take responsibility for my behavior in a manner that is acceptable in the workplace.
- I agree to follow the Center's Dress Code.
- I will practice good personal hygiene, including maintaining a work-appropriate hairstyle.
- I will adhere to the Center No Smoking Policy.
- I understand that the possession of drugs and/or alcohol on campus may be cause for immediate separation.
- I will maintain the cleanliness and appearance of my room to meet Center standards.
- I understand that the Center may conduct search and seizure of bags, lockers, vehicles, and other personal belongings in accordance with US DOL policies.
- I understand that I am not allowed to have weapons of any kind, including any instrument designed or used to inflict injury.
- I will work to resolve any interpersonal issues I might have with students or staff and will work with staff to the issue to a conclusion rather than prolonging the matter.
- I will ensure that my overall behavior, work performance, and appearance will reflect the expectations of the workplace. Although this is training, I will perform and behave as if I was at a job. If I have a question regarding these expectations, I will defer to staff's judgement.
- I understand that these expectations apply to after the training day and during center-sponsored events on or off center.

#### **Work Day Dress Expectations:**

- Workplace uniform must be worn during the training day.
- Shirts must be tucked in. Any T-shirt or undergarment worn under the shirt must not extend below sleeve of the uniform shirt.
- Pants must ride on the waistline and be of proper size.
- Belts must be worn, buckled properly, centered and not left open or dangling.
- Undergarments cannot be visible.
- Closed-toed shoes must be worn and laced; safety boots for CTT programs, where a requirement exists.
- Hair must be properly groomed, clean and neat (combed, braided or pulled back). Beards must be neat in appearance. Designs or initials shaved into the hair or eyebrows, and rainbow-colored and day-glow-colored hair are prohibited. Haircuts such as Mohawks and spikes or haircuts deemed inappropriate for the workplace are prohibited.
- Identification cards must be in possession at all times on campus.
- Body-piercing adornments, other than earrings, such as grills, gages, tongue rings, nose rings, lip piercing, eyebrow rings or facial piercings of any type are not permitted during training hours.
- Male students are not permitted ear piercings during the training hours/day.
- Large, oversized earrings are not allowed during the training day.
- Head gear: Bandannas, wave caps, scarves, stocking caps, do-rags, hats, curlers, and all other head gear not listed are prohibited inside any building including the cafeteria and dorm. Religious covering may be worn with prior approval from the Center/center director or designee.
- Tank tops, halter tops, bikini tops, tube tops, see-through shirts, shirts exposing stomach area/bare midriffs, unclothed upper body, and muscle shirts are not permitted. Skirts and dresses must be at workplace-appropriate length.
- Slippers, house shoes, flip-flops and bare feet are a safety hazard and are not permitted outside the dorms. If the shoe has laces, they must be tied.
- Gang-related clothes/colors may not be worn. Any clothing that may symbolize gang affiliation, hatred or violence is prohibited.
- Clothing or accessories may not be worn which signify hustling, loan sharking, gambling, gang affiliation, violence, drugs, tobacco, alcohol, sex or contain any type of vulgar or suggestive expression.
- Hair picks or combs may not be left in the hair.
- Night wear, sleep wear, robes and pajamas are permitted in the dorm only.

#### **Non-training Hours Dress Code Expectations:**

- Pants must ride on the waistline and be of proper size.
- Belts worn must be buckled properly, centered and not left open or dangling.
- Undergarments cannot be visible above the waistline of pants.
- Hair must be properly groomed, clean and neat (combed, braided or pulled back). Beards must be neat in appearance. Designs or initials shaved into the hair or eyebrows, and rainbow-colored and day-glow-colored hair are prohibited. Haircuts such as Mohawks and spikes or haircuts deemed inappropriate for the workplace are prohibited.
- Identification cards must be in possession at all times on campus.

- Head gear: Bandannas, wave caps, scarves, stocking caps, do-rags, hats, curlers, and all other head gear not listed are prohibited inside any building except for dorms. Religious covering may be worn with prior approval from the Center/center director or designee.
- Tank tops, halter tops, bikini tops, tube tops, see-through shirts, shirts exposing stomach area/bare midriiffs, unclothed upper body, and muscle shirts are not permitted (exceptions may be granted by the Center/center director for recreational purposes). Skirts and dresses must be at workplace-appropriate length.
- Slippers, house shoes and bare feet are a safety hazard and are not permitted outside the dorms. If the shoe has laces, they must be tied.
- Gang-related clothes/colors may not be worn. Any clothing that may symbolize gang affiliation, hatred or violence is prohibited.
- Clothing or accessories may not be worn which signify hustling, loan sharking, gambling, gang affiliation, violence, drugs, tobacco, alcohol, sex or contain any type of vulgar or suggestive expression.
- Hair picks or combs may not be left in the hair.
- Night wear, sleep wear, robes and pajamas are permitted in the dorm only.

I agree to these rules, and workplace expectations and any others established by the Edison Job Corps Center.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_