

# **Shriver Job Corps Center**

## **Advanced Training Program**

### **Advanced Computer Systems Administration**

#### **ACSA**



**Application**

**Package**



## APPLICATION INSTRUCTIONS

Dear Applicant:

We are pleased you are considering attending Shriver job Corps Center Advanced Computer Systems Administration Program. Your instructor, counselor and/or CTS worker will assist you in completing this application. In order to qualify for the program, you must have fulfilled the following pre-requisites:

- High School Diploma or HiSET
- Basic Trade Completer
- Current and valid driver's license
- Recognized CompTIA certification (A+, Network+, Security+) or Cisco certification (CCNA)
- TABE Scores: Reading – EFL 5 or higher, Math – EFL 5
- At least 10 months eligibility remaining of the 3 total years allowed by Job Corps
- At least 18 years of age at the completion of trade
- An updated resume
- A three to five paragraph essay
- Completion of this application

I will coordinate the reviewing process of your application. The final decision regarding your acceptance will be communicated to the person listed as your Transfer Coordinator on the Trainee Information page. Once again, we are glad you have considered us as your next step towards success.

Sincerely,

Paul Robertson  
ACSA Instructor  
robertson.paul@jobcorps.org  
978-784-2644

Please FedEx completed packet to:  
Attn: Paul Robertson  
Shriver Job Corps Center  
270 Jackson Rd  
Devens, MA 01434



## Student Information

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Address: \_\_\_\_\_

City, State and Zip: \_\_\_\_\_

Date of Entry to Job Corps: \_\_\_\_\_

Current Age: \_\_\_\_\_

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

Transfer Coordinator (Name/Title): \_\_\_\_\_

Email: \_\_\_\_\_

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

Fax Number: \_\_\_\_\_



## CTT Instructor Recommendation

Applicant Information:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

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

Applicant's TAR Completion level: \_\_\_\_\_

Attendance Record (circle):   Excellent                      Good                      Marginal

Describe overall performance in CTT. Please reference initiative, CTT knowledge, ability to follow directions, and ability to work as part of a team.

---

---

---

---

---

---

---

---

I recommend the above student for Advanced Training at Shriver Job Corps Center.

\_\_\_\_\_  
Instructor (print)

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Instructor (signature)

\_\_\_\_\_  
Date

**PLEASE ATTACH THE FOLLOWING:**  
**Copy of CompTIA A+ Certification**  
**Copy of Completed Basic TAR**  
**Essay**



## Career Counselor

Applicant Information:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Sending Center: \_\_\_\_\_

Please provide a summary of the applicant's most recent three performance appraisals. Also include information from vocations and residential living, and comments pertaining to the applicant's ability to relate to peers and live in a diverse environment. Please attach additional sheets if necessary.

---

---

---

---

---

---

I recommend the above student for Advanced Training at Shriver Job Corps Center and I certify that the attached documents are current and correct

\_\_\_\_\_  
Counselor (print)

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Counselor (signature)

\_\_\_\_\_  
Date

**PLEASE ATTACH THE FOLLOWING:**  
**Last three performance evaluations**  
**CIS Student Profile/ETA 640**  
**IEP**



## Student Personnel Officer (SPO)

Applicant Information:

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

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

TO BE COMPLETED BY STUDENT PERSONNEL OFFICER

Summary of applicant's performance history:

---

---

List major discipline incidents with dates throughout Job Corps enrollment:

---

---

---

Number of unexcused absences for length of enrollment:

---

I recommend the above student for Advanced Training at Shriver Job Corps Center.

\_\_\_\_\_  
Student Personnel Officer (print)

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Student Personnel Officer (signature)

\_\_\_\_\_  
Date

**PLEASE ATTACH THE FOLLOWING:**

**Student Conduct File**

**Case Notes – List Detail from date of enrollment**



## LEISURE TIME EMPLOYMENT (LTE)

Job Corps is a training facility with the focus being that students learn to become employable in the trade they are preparing for. This also includes learning employability skills that support the trade they are preparing for. This may include areas such as customer service, telephone skills, proper speaking and language skill and other skills not mentioned here. To help students practice and hone those skills needed for their trade, it is expected and students need to agree to actively and with true diligence seek out Leisure Time Employment (LTE).

These are jobs that will give students experience for their trade even if the LTE job is not specific to the trade but helps students with supporting skills for their trade. Having an LTE job will only help the student when that student leaves the program to start their career in their chosen trade. Another help that an LTE job provides is money to help the student live outside of the Job Corps environment. As opportunities for LTE jobs present themselves, the student is expected to try and obtain such positions.

---

Student (print)

---

Telephone Number

---

Student (signature)

---

Date



## RECORDS DEPARTMENT

Applicant Information:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

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

I certify that the attached documents are current and correct, that the applicant received all clothing allotment due, that the official Job Corps file will arrive within 24 hours of the trainee's arrival, and that the transfer will occur in CIS prior to the applicant's arrival.

\_\_\_\_\_  
Records Manager (print)

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Records Manager (signature)

\_\_\_\_\_  
Date

**PLEASE ATTACH THE FOLLOWING:**

**Copy of High School Diploma or HiSET  
Copy of Driver's License**



## DOCUMENT CHECKLIST/CENTER DIRECTOR SIGN-OFF

- CTT Instructor Recommendation
- Copy of Completed Basic TARs
- Copy of A+ Certification
- Career Counselor Recommendation
- Last 3 Performance Evaluations (CIS Printouts)
- CIS Student Profile/ETA 640
- IEP (If Applicable)
- Student Personnel Officer Recommendation
- Student Conduct Profile – Full Length of Enrollment
- Completed Essay
- Case Notes
- Signed LTE commitment
- Copy of High School diploma or HiSET
- Copy of Driver's License
- Director Signed-Off (Document Checklist)

I certify that \_\_\_\_\_ meets the eligibility criteria for transfer to Shriver Job Corps center. I recognize this trainee may be returned to the center for additional training if she/he is unable to meet the basic competencies within the first 30 days. Student will need to reapply for admission.

\_\_\_\_\_  
Center Director (print)

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Center Director (signature)

\_\_\_\_\_  
Date