

# **BASIC FOOD EMPLOYMENT & TRAINING APPLICATION**

**After completing the application in full you may request an intake appointment:**

Kristina Slaney, Worker Retraining Programs, Bellevue College, B-131  
3000 Landerholm Circle SE, Bellevue, WA, 98007 Phone: (425) 564-2244

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_  
 Address: \_\_\_\_\_ Social Security #: \_\_\_\_\_  
 City: \_\_\_\_\_ Zip: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Home Phone: ( ) \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Alternate Phone: ( ) \_\_\_\_\_ DSHS Client ID#: \_\_\_\_\_

**Family Size:** \_\_\_\_\_ (including you, your spouse & dependent children)

**List your current gross monthly family income:**

Your earnings from work: \$ _____	Spouse's earnings: \$ _____
Child Support: \$ _____	Unemployment: \$ _____
Child Support: \$ _____	Alimony: \$ _____
GAU: \$ _____	Other: \$ _____

**Total gross monthly household income:** \$ \_\_\_\_\_

Is your **total gross monthly household income** below the income guidelines? **YES NO**

<u>Family Size</u>	<u>Gross Monthly Income</u>	<u>Family Size</u>	<u>Gross Monthly Income</u>
1.....	\$1,806	6.....	\$4,922
2.....	\$2,430	7.....	\$5,546
3.....	\$3,052	8.....	\$6,170
4.....	\$3,676	9.....	\$6,792
5.....	\$4,300		

**INITIAL ELIGIBILITY CHECKLIST:**

- \_\_\_ You must be receiving Basic Food Assistance (food stamps) through DSHS in **King, Snohomish, Skagit, or Whatcom counties only**. Your case must be open & active on the day the quarter begins.
- \_\_\_ You may NOT be receiving TANF from DSHS.
- \_\_\_ You must have lived continuously in Washington state for 12 months and be eligible to receive the resident tuition rate through the college. We cannot pay the non-resident tuition rate.
- \_\_\_ You must pursue a professional/technical program at the college. **BFET cannot, under any circumstances, enroll students working toward a transfer degree.**
- \_\_\_ Because this is an employment program, you must be committed to working immediately following the completion of your certificate or degree.
- \_\_\_ You may not be receiving any funding through Financial Aid, including Pell, Student Loans, or Work Study. *Exception: If you meet all of the above criteria but receive Financial Aid, we can enroll you in BFET if you need assistance with childcare or to preserve your food benefits. Please note that you will be enrolled for support only; you will not receive any funding in addition to your Financial Aid.*

**I CERTIFY ALL STATEMENTS AND ATTACHMENTS ON THIS FORM ARE TRUE. I UNDERSTAND IT IS MY RESPONSIBILITY TO SUBMIT ANY CHANGES IN WRITING TO THE BELLEVUE COMMUNITY COLLEGE WORKFIRST DEPARTMENT FOR CHANGE OF ADDRESS, PHONE NUMBER, EMPLOYMENT, PAY STATUS AND COURSE OF STUDY. I AUTHORIZE BELLEVUE COMMUNITY COLLEGE TO RELEASE AND EXCHANGE ANY INFORMATION ABOUT ME FOR THE PURPOSES OF PROVIDING SERVICES FOR THE WORKFIRST PROGRAM. INCLUDING REFERRAL FOR SERVICES, PROGRAM REPORTS AND SCHOOL TRANSCRIPTS.**

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

# Basic Food Employment & Training Program Assessment & Employment Plan

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

## Education

What is the highest level of education you completed? \_\_\_\_\_

What has school been like for you in the past? \_\_\_\_\_

\_\_\_\_\_

What is your learning style? \_\_\_\_\_

## Employment History

Are you currently employed? YES NO

If YES, where are you employed? \_\_\_\_\_

What is your job title? \_\_\_\_\_

Length of employment: \_\_\_\_\_

Hours per week: \_\_\_\_\_

What types of jobs have you held in the past?

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

## Job Search

Are you currently looking for work? YES NO

Do you have a current resume? YES NO

Would you like help with resume & interviewing skills? YES NO

## Employment Goals

BFET is an employment-focused program with the ultimate goal of helping you to obtain the skills & training that will help you get a job OR a better job than the one you have now. In order to qualify for BFET, participants must have a clear goal of increasing skills and gaining employment.

Please tell me about your personal employment plan.

Short-term (1 year) employment goal: \_\_\_\_\_

Long-term (2+ years) employment goal: \_\_\_\_\_

### Training Plan

What is your educational goal/program of study? \_\_\_\_\_

How will this training program help you achieve your employment goals?

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### Basic Skills

If you need to earn your GED, have you ever:

\_\_\_\_ taken any of the GED tests \_\_\_\_\_  
\_\_\_\_ taken a GED prep class (location: \_\_\_\_\_)

What do you think will help you be most successful in completing your GED?

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Have you ever taken an English or Math class beyond high school? YES NO

\_\_\_\_ Math (level \_\_\_\_\_)  
\_\_\_\_ English (level \_\_\_\_\_)

Have you ever taken an ESL class? YES NO N/A

Level \_\_\_\_\_ (location: \_\_\_\_\_, year: \_\_\_\_\_)

Do you have any computer skills? YES NO

Can you:

\_\_\_\_ type with your fingers on the correct keys?  
\_\_\_\_ search the internet?  
\_\_\_\_ check your e-mail?  
\_\_\_\_ write a letter in Word?  
\_\_\_\_ use basic features in Excel?  
\_\_\_\_ make a PowerPoint presentation?

## Planning for Success

The decision to attend school is a very important one; advancing your education can be life-changing. It is also a very big decision that will probably introduce new stress and challenges into your life and you should make sure you are well prepared. Please think carefully about the following things. Mark the items you think may be challenging for you. Before enrolling in school, make sure you have a plan to address these things.

\_\_\_ **Study time** – *You will need plenty of time to study and do homework while balancing work, family, and other responsibilities.*

\_\_\_ **Transportation** – *How will you get to and from school? Is your transportation reliable? Can you afford the cost of gas or a bus pass?*

\_\_\_ **Living situation** – *Will this distract from your ability to attend class and complete your assignments?*

\_\_\_ **School costs** – *Tuition, fees, and required textbooks are paid for by the program. School supplies are not; can you afford to purchase the items you need?*

\_\_\_ **Childcare** – *Will you need to find childcare while you are in school? Do you have a back-up plan in case your children are ill?*

\_\_\_ **Support** – *Are the people around you supportive of your decision to enroll in school?*

\_\_\_ **Health** – *Are you able to attend class regularly so you can be successful?*

\_\_\_ **Technology** – *If you are considering taking online classes, are you very comfortable with computers? If you don't have access to a home computer you will have full access to the on-campus computer labs. Even most on-campus courses utilize computers for assignments and research. Would it be a good idea to take a Computer & Software Fundamentals class your first quarter?*

When did you first start thinking seriously about enrolling? \_\_\_\_\_

How many hours per week do you have available to attend class & study? \_\_\_\_\_

Do you feel you are fully prepared to start school? \_\_\_\_\_

List your three greatest strengths that will help you succeed at BC:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

List three things you will do to make sure you are successful in your classes:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

**SKILLS AND ABILITIES**

(X) Check the areas in which you have skill or experience

<p><b><u>Office</u></b></p> <p><input type="checkbox"/> Phone Reception, # of lines: _____</p> <p><input type="checkbox"/> Setting Up Conference Calls</p> <p><input type="checkbox"/> Faxing</p> <p><input type="checkbox"/> Copying</p> <p><input type="checkbox"/> Processing Office Mail</p> <p><input type="checkbox"/> Filing</p> <p><input type="checkbox"/> Typing: _____ WPM</p> <p><input type="checkbox"/> 10-Key By Touch: _____ KPM</p> <p><input type="checkbox"/> Computer: Programs _____</p> <p>_____ Operator _____ Programmer</p> <p><input type="checkbox"/> Using DOS</p> <p><input type="checkbox"/> Data Entry</p> <p><input type="checkbox"/> Word Processing</p> <p><input type="checkbox"/> Internet _____ Windows _____ PowerPoint</p> <p><input type="checkbox"/> Excel _____ Access</p> <p><input type="checkbox"/> Spreadsheet Programs: _____</p> <p><input type="checkbox"/> Graphic Programs: _____</p> <p><input type="checkbox"/> Writing Business Correspondence</p> <p><input type="checkbox"/> Dictaphone</p> <p><input type="checkbox"/> Bookkeeping/Accounting</p> <p><input type="checkbox"/> Recordkeeping</p> <p><input type="checkbox"/> Medical Terminology</p> <p><input type="checkbox"/> Legal Terminology</p> <p><input type="checkbox"/> Other: _____</p> <p><b><u>Sales/Management:</u></b></p> <p><input type="checkbox"/> Telemarketing</p> <p><input type="checkbox"/> Customer Service</p> <p><input type="checkbox"/> Sales</p> <p><input type="checkbox"/> Cash Register</p> <p><input type="checkbox"/> Processing Charge Card Payments</p> <p><input type="checkbox"/> Supervision: How many ( )</p> <p><input type="checkbox"/> Other: _____</p> <p><b><u>Food Service/Culinary:</u></b></p> <p><input type="checkbox"/> Bussing/Dishwashing</p> <p><input type="checkbox"/> Waiting Table</p> <p><input type="checkbox"/> Food Preparation</p> <p><input type="checkbox"/> Cooking</p> <p><input type="checkbox"/> Baking</p> <p><input type="checkbox"/> Other: _____</p> <p>Do you have other skills not listed above (explain)?</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><b><u>Construction/Maintenance</u></b></p> <p><input type="checkbox"/> Construction Labor</p> <p><input type="checkbox"/> Framing</p> <p><input type="checkbox"/> Painting</p> <p><input type="checkbox"/> Carpentry</p> <p><input type="checkbox"/> Roofing</p> <p><input type="checkbox"/> Carpet or Linoleum Installation</p> <p><input type="checkbox"/> Plumbing</p> <p><input type="checkbox"/> Electrical</p> <p><input type="checkbox"/> HVAC</p> <p><input type="checkbox"/> Asbestos Removal</p> <p><input type="checkbox"/> Welding</p> <p><input type="checkbox"/> Heavy Equipment Operation</p> <p><input type="checkbox"/> Blueprint Reading</p> <p><input type="checkbox"/> Power Tools</p> <p><input type="checkbox"/> Boiler Maintenance</p> <p><input type="checkbox"/> Building Maintenance</p> <p><input type="checkbox"/> Ground Maintenance</p> <p><input type="checkbox"/> Custodial</p> <p><input type="checkbox"/> Other: _____</p> <hr/> <p><b><u>Transportation/Shipping</u></b></p> <p><input type="checkbox"/> Computerized Inventory System</p> <p><input type="checkbox"/> Hand truck</p> <p><input type="checkbox"/> Pallet Jack</p> <p><input type="checkbox"/> Forklift</p> <p><input type="checkbox"/> Step Van</p> <p><input type="checkbox"/> Truck: Size? _____</p> <p><input type="checkbox"/> Packaging</p> <p><input type="checkbox"/> Other: _____</p> <hr/> <p><b><u>Manufacturing/Fabrication</u></b></p> <p><input type="checkbox"/> Milling Machine</p> <p><input type="checkbox"/> Grinding Machine</p> <p><input type="checkbox"/> Metal Lathe</p> <p><input type="checkbox"/> Woodworking</p> <p><input type="checkbox"/> Assembly</p> <p><input type="checkbox"/> Soldering</p> <p><input type="checkbox"/> Other: _____</p> <hr/> <p><b><u>Other</u></b></p> <p><input type="checkbox"/> Lube Mechanic</p> <p><input type="checkbox"/> Auto Mechanic</p> <p><input type="checkbox"/> Stocking</p> <p><input type="checkbox"/> Adult Nursing Care</p> <p><input type="checkbox"/> Child Care</p> <p><input type="checkbox"/> Driver</p>
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