

# OTR Registration Form

## For Office Use Only

Attendance \_\_\_\_\_%

Date Received \_\_\_\_\_

Staff Initials \_\_\_\_\_

**Instructions:** Applications should be submitted in person at **Bureau of Employment, Skills Training & Youth Services, Central Public Library, 115 South Avenue, Rochester, NY 14604**. If you have a resume or certifications please submit them at this time. Faxed applications will NOT be accepted. Program slots in OTR programs are limited and competitive. Not everyone that applies or participates in the intake process will be enrolled or hired. If you have any questions please call 585-428-6342.

## Personal Information

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

SEX: ☐ M ☐ F Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ ARE YOU A U.S. CITIZEN? ☐ YES ☐ NO IF NO, INDICATE STATUS \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_\_ MSG #: (\_\_\_\_) \_\_\_\_\_

Are you Hispanic? ☐ YES ☐ NO Ethnic Group: ☐ Caucasian (White) ☐ Black Or African American ☐ Asian

☐ Native Hawaiian/pacific Islander ☐ Native American Or Alaskan Native

## Education

Are you currently enrolled in school? ☐ YES ☐ NO

What is the highest grade you completed? ☐ Didn't Finish ☐ High School ☐ TASC ☐ College ☐ Advanced Degree

## Licenses/ Permits/ Certifications

**Do you have:**

Valid drivers license ☐ YES ☐ NO Exp. Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Any infractions (violations) in the last 18 months? ☐ YES ☐ NO

\* CPR certification ☐ YES ☐ NO Exp. Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\* First aid certification ☐ YES ☐ NO Exp. Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Other \_\_\_\_\_

*\*please attach copies of these certifications*

## Program Selection

**Please indicate ( X ) your program choices below:**

☐ OTR Youth Employment Training

☐ OTR Summer of Opportunity (SOOP) Program

☐ OTR DREAM BIG2 Youth Leadership

☐ OTR Fresh Start

☐ OTR Employment Readiness

## Interests/ Skills/ Abilities

List Any Special Skills: \_\_\_\_\_

List AnyWork Interests: \_\_\_\_\_

List Any Clubs, Sports Or Activities In Which You Are Involved: \_\_\_\_\_

List Any Certificates And Awards You Have Received In The Past Two Years: \_\_\_\_\_

Do You Have Basic Computer Skills? ☐ Yes ☐ No

Can You Work Evenings? ☐ Yes ☐ No

Can You Work Weekends? ☐ Yes ☐ No

Do You Have Physical Restrictions? ☐ Yes ☐ No If Yes, Describe (Can't Lift, Color-blind, Etc.): \_\_\_\_\_

Can You Work Weekends? ☐ Yes ☐ No

Why Should You Be Selected for This Program? \_\_\_\_\_

**Continues On Other Side >>>>>>**

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## Work and Volunteer Experience

Please list your most recent work and or volunteer experience in the table below. List additional jobs on a separate sheet or attach a resume if you have one.

Job Title	Employer Name	Start/End Dates	Describe Duties	Reason for Leaving
<input type="checkbox"/> Volunteer <input type="checkbox"/> Paid				
<input type="checkbox"/> Volunteer <input type="checkbox"/> Paid				
<input type="checkbox"/> Volunteer <input type="checkbox"/> Paid				
<input type="checkbox"/> Volunteer <input type="checkbox"/> Paid				
<input type="checkbox"/> Volunteer <input type="checkbox"/> Paid				

## Agreement

Applicant:

*I have answered truthfully. If I have given any false information, I understand that I may be terminated from the program. Additionally, I agree to allow my recorded image or voice to be used for promotional materials, and understand that I will not be compensated should this occur. I understand that all applicants must participate in an intake process, which will include training, interview and an intake assessment to determine readiness for employment in the program. I must be dressed for an interview for all appointments and interactions with the program or job interview sites. As a participant in a City of Rochester program, I give authorization to the City to use photographs of myself for the program operation and promotion purposes. If I move or your telephone number changes, it is my responsibility to let the program office know. I understand that OTR Employment Training is not a job placement agency. There is no guarantee of employment.*

X

SignatureDate

Before Turning in Your Application Be Sure:

- ☐ This application is filled out in ink
- ☐ This application is signed.