



Capital City YouthBuild – Application Package

Program Description

YouthBuild is a program designed to teach youth skills in Certified Nursing Assistance, ServSafe, and the construction industry. The majority of learning will be hands on, in a class setting as well as at construction sites – with skilled tradesmen as mentors. You will learn aspects of all areas of the building trades, use of tools, carpentry, Dry-wall, painting, electrical, plumbing, HVAC To name some of what you will learn. Additional information about the program is available on pages 6 and 7 of the application package.

What are the General Eligibility Requirements?

You must be age 16 – 24 years old, not presently employed. You must meet the income eligibility requirements, and must also have a determination to succeed and show a commitment to the YouthBuild Program.

What makes CRT's YouthBuild Program different?

The program is designed to fit YOU. We offer an individualized curriculum. Staff will work with you to overcome barriers that may prevent you from being successful. You will have an opportunity to Earn-while-you-learn; we pay you to help defray your costs. In addition to hands on learning opportunities in construction, we will teach you leadership skills, critical life skills and job readiness. There is a full time, on-site tutor to help with your educational goals. You will also be provided assistance in planning and reaching your educational or career goals.

What Other Services do we offer?

- Education goal setting and tutorial services
- Case Management services – drug and alcohol counseling services available within CRT
- Money Management services – Individual Development Plans (IDA) that match your savings
- English as a second language (ESL) services available within CRT
- Referrals into other beneficial services within CRT or outside of CRT

How do I Apply for the Program?

1. Complete and sign the attached Application Form
2. Provide the additional documentation as outlined on the Required Documentation Checklist on page 5 of the Application Package. **If you don't have** all the required documentation, submit what you have along with the application. YouthBuild staff will assist you in obtaining the other documents.
3. The application and attachments **MUST** be returned by **11/26/12** to:

CRT Capital City YouthBuild
1443-1445 Main Street
Hartford, CT 06120
Attention: Cynthia Baisden

For more information, please contact Cynthia Baisden, Program Manager at 860-560-5308

Thank you for your interest in CRT's Capital City YouthBuild Program



**Community Renewal Team, Inc.
Capital City YouthBuild**

Revised: 10/31/12

Required Documentation Check List

Please review this application checklist and include copies of these documents along with your completed and signed application. If you don't have all the required documentation, submit what you have along with the application. YouthBuild staff will assist you in obtaining the other documents.

<input type="checkbox"/>	Proof of Age: CT ID or Driver's License, School Records, Birth Certificate, Hospital Birth Record, US Passport, Nationalization Certificate
<input type="checkbox"/>	Register with Selective Service: All males between the ages of 18 and 24 must be registered with Selective Service. If you have already registers, bring in the Selective Service Letter/Registration Letter, or DD 214 Report of Transfer or Discharge from Military Service, or Stamped Post Office Receipt of Registration or Internet Verification (www.sss.gov) If you haven't registered, you can register at any post office or online at www.sss.gov and bring proof that you have registered
<input type="checkbox"/>	Proof of Income: Employment: Pay Stubs or Copy of Tax Return or Letter from your employer or Copy of Bank Statement (if direct deposit). Public Assistance (TANF, Food Stamps): Provide verification of the benefits. Other Income: Documentation from Social Security, Refugee Assistance Records, Public Housing Authority, Written statement from an individual providing temporary residence or a shelter, Court documentation/contact/verification of payment made on behalf of youth
If applicable, please provide the following additional documentation	
<input type="checkbox"/>	If you <u>don't have</u> your High School Diploma or GED: Transcript from the last school you attended.
<input type="checkbox"/>	If you <u>have</u> your High School Diploma or GED: Transcript from your school or bring original diploma so we can obtain a copy.
<input type="checkbox"/>	If Disabled: Social Security Administration Disabilities Records Statement, Academic Records, medical records or physician statement.
<input type="checkbox"/>	If Convicted of Any Crime: Court documentation, letter of parole/probation officer, police records, Proof of residency in a detention facility, group home, or restricted state run facility, or Applicant Statement.
<input type="checkbox"/>	If Current Foster Youth or Aging Out of Foster Care System: Court contact/documentation, social services contact/documentation, Medical Card, Verification of payment made on behalf of the youth.
<input type="checkbox"/>	If a child of an incarcerated parent: Court records, Notarized Applicant statement

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Community Renewal Team, Inc. Capital City YouthBuild

Application Form

Applicant Information

Name: _____ Application Date: _____

Social Security Number: _____ Phone: _____

Address: _____ Cell Phone: _____

Email Address: _____

Emergency contact person and Phone #:: _____

Sex: Male Female Are You Between the Ages of 16 and 24: Yes No

If you are a male 18 years or older, have you registered with Selective Service: Yes No

How did you hear about Youthbuild?

Newspaper Flyer Someone told me about it.

Other (write in) _____

1. Why are you interested in being in this program?

2. If you are accepted into this program, you will be expected to attend classes and other activities Monday through Friday between the hours of 8:30 a.m. to 2:30 p.m., which will include studying reading, writing and math skills to help you prepare for a GED and for the construction trades, work experience in the trade areas, as well as future advanced education possibilities.

What would you like to get out of this program and these classes?

Education

Last school attended _____

Highest grade completed _____ Last year in school _____

If you did not complete high school or get your GED, why did you drop out?

Did you take any courses involving building trades (i.e. carpentry, culinary, or nursing) ? Yes No
If yes, which ones? _____

Did you have any special education courses? Yes No
Do you have a Driver's/Operator's License? Yes No

Training and Work History

Have you ever been in another training program? Yes No

If yes, give name and location of program Dates you attended this program: _____

Did you complete the program? Yes No

Last Job

Have you ever held a job before? Yes No

Name of Company _____

Address of Company _____

Dates you worked there: from _____ to _____

What was the pay per week? \$ _____

Job Title _____

What kind of work did you do? _____

Supervisor's Name and Title _____

Why did you leave? _____

Current Job

Are you currently working? Yes No

If so, is your job Full time Part Time

If employed, currently hourly wage rate: \$ _____ per hour

Number of hours, on average, you work each week: _____

Job Title _____

What kind of work do you do? _____

Construction Experience

Have you had any construction or rehab experience? Yes No

Was it paid experience? Yes No

Please describe this experience.

What are you interested in doing for a career?

What types of jobs do you think are available in the field of construction?

Health

Have you ever had a physical examination? Yes No
If yes, when was your last physical exam? (date) _____

Additional Information

U.S. Military Service Yes No
If yes, what branch? _____
Rank _____ Discharge _____ Dates _____

Are you the child of an incarcerated parent? Yes No

In answering the following questions, you may omit any information or answer "no record" with regard to any conviction for which there is a sealed record on file with the Commissioner of Probation:

Have you been convicted of a felony? Yes No

If yes, give the dates and details of convictions:

Have you been convicted of a misdemeanor? Yes No

If yes, give the dates and details of all misdemeanors for which you have been convicted.

If yes, are you on probation? Yes No
Name and phone number of officer _____

Are you on parole? Yes No
Name and phone number of officer _____

I authorize Community Renewal Team to use my image and/or voice in the production of any audio or visual materials for the purpose of promoting and documenting the Capital City YouthBuild Program.

Applicant Signature: _____ Date: _____

The aforementioned information is correct to the best of my knowledge.

Applicant Signature: _____ Date: _____

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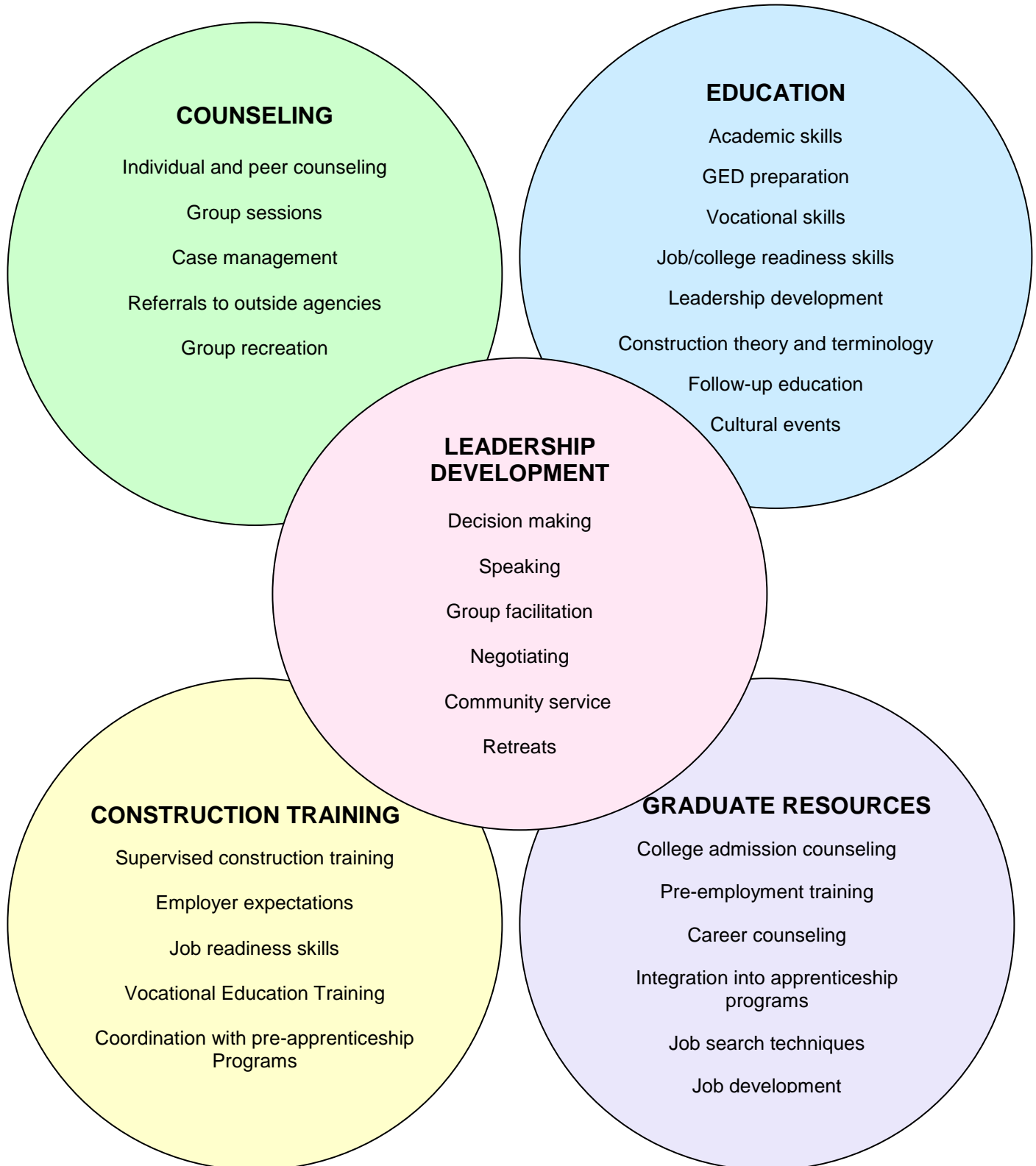
Capital City YouthBuild – Frequently Asked Questions

Q	<u>YouthBuild Program</u> What is the YouthBuild Program?
A	YouthBuild is a program to teach youth skills in the allied health, food and construction industry. The majority of learning will be hands on, in a class setting as well as at construction sites – with skilled tradesmen as mentors. You will learn aspects of all areas of the building trades, use of tools, carpentry, and Dry-wall as well as CPR, first-aid, etc.... To name some of what you will learn.
Q	<u>Eligibility Requirements</u> What do I need to get into the program?
A	Be between the ages of 16-24 - a member of a low-income family , (low income as defined in data sheet) - youth in foster care - youth offender - child of an incarcerated parent - migrant youth - or a youth who is an individual with a disability - a high school dropout.
Q	<u>Educational Requirements</u> Do I need my High School Diploma or GED to get into the program?
A	No – you do not need a High School Diploma or GED to get into the program. CRT will help you plan your education, even for college if you want to.
Q	<u>Educational Timelines</u> Do I have to get my High School Diploma or GED first?
A	No – You can be participating in the program and getting your education at the same time. The YouthBuild Program is different - It will be customized to meet YOUR needs.
Q	<u>Start Date</u> When does the program start?
A	The program is scheduled to begin in January 2013 – but we will confirm the start date with you during Orientation.
Q	<u>Group Orientation</u> What happens during the Group Orientation?
A	Pre-eligibility Screenings will be scheduled for 11/27/12 through 11/28/12. You will meet with YouthBuild staff members who will review your documentation and determine if you are eligible for the Program. A short video will be shown to provide you additional information on YouthBuild. A second appointment will then be scheduled for a more detailed interview process. If you have not received an application packet, packets will be distributed during this time.
Q	<u>2nd Appointment (Assessment Screening)</u> What happens during the 2 nd appointment?
A	YouthBuild staff will conduct student interviews during the week of December 3 rd through December 6 th . If you are selected you will be invited back for our Mental Toughness Week where final selections will be made.
Q	<u>What is Mental Toughness Week</u> What happens during the mental toughness week?
	The purpose of Mental Toughness is to check your desire to be in the program and willingness and ability to work hard, follow instructions, and get along with others.
Q	<u>Length of Program</u> How long will it take to complete the program?
A	It is approximately a 12 month long program, but there are circumstances where it may be shorter or longer for someone - that will be determined during your 2 nd appointment.

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CAPITAL CITY YOUTH BUILD Program Components



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