

Career Readiness Academy – Self-Application Form

The Career Readiness Academy is a **FREE** program designed for individuals who are seeking new jobs or careers. A detailed description of the program can be found at fresnostate.edu/cra. We strongly recommend that you seek a referral from a community-based organization (CBO), but you may use this form to apply without a CBO referral.

REFERRING CBOs – Please use the CBO Referral Form that is available on our website.

Last Name	First Name	Date of Birth (mm/dd/yy)
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1) What is the best way for us to contact you? (check at least one and provide contact information)

- Phone _____
- Email _____
- Mailing Address _____
- Other _____

2) Will you require a bus pass to reach the Career Readiness Academy workshops at the Fresno State Downtown Center? (located at the corner of Van Ness and Mono)

- Yes No

3) What kind of computer skills do you possess?

- None
- Beginner (can use a web browser, email, and word processing)
- Proficient (can use productivity suites like Microsoft Office)
- Other _____

4) Do you believe you would be a good fit for placement in the Geekwise Academy programming classes? (Geekwise Academy classes are designed for students who wish to learn how to code in preparation for careers in computer/smartphone/tablet software development)

- Yes No

5) Are you a veteran?

- Yes No

6) If you are a veteran, may we provide your contact information to the Veterans Education Program at Fresno State? (more information at fresnostate.edu/cge/veterans)

- Yes I am not a veteran
 No

7) What is your highest level of education?

8) Why are you a good fit for the Career Readiness Academy?

(continued on reverse)

10) Which of the following workshops would best suit your needs and goals? (check all that apply)
Workshop descriptions can be found at: fresnostate.edu/cra.

Interactive Workshops* (on-site instructor providing lecture, in-class activities, and one-on-one guidance)

Workshop Name	Date	Time
<input type="checkbox"/> Critical Thinking and Strategic Planning	Wednesday, February 1	6:00PM – 8:00PM
<input type="checkbox"/> Problem Solving & Decision Making	Monday, February 6	6:00PM – 8:00PM
<input type="checkbox"/> Adapted Communication	Wednesday, February 8	6:00PM – 8:00PM
<input type="checkbox"/> Teamwork & Collaboration	Monday, February 13	6:00PM – 8:00PM
<input type="checkbox"/> Creativity	Wednesday, February 15	6:00PM – 8:00PM
<input type="checkbox"/> Business Communication Essentials	Saturdays, February 18 & 25	10:00AM – 12:00PM
<input type="checkbox"/> ESL Preparation for Career Exploration	Mondays, Feb 27 & Mar 6, 13, & 20	4:00PM – 6:00PM
<input type="checkbox"/> Public Speaking & Presentation Skills	Saturdays, March 4 & 11	8:00AM – 12:00PM
<input type="checkbox"/> Resume Writing	Saturday, March 18	9:00AM – 12:00PM
<input type="checkbox"/> Interview Skills	Saturday, March 25	8:00AM – 12:00PM

Livestreamed Workshops* (streamed from Fresno State, no one-on-one guidance or instructor interaction)

Workshop Name	Date	Time
<input type="checkbox"/> Interviewing Techniques Workshop	Tuesday, February 21	9:30AM – 10:30AM
<input type="checkbox"/> Resume Writing Essentials	Monday, March 27	9:00AM – 10:00AM

Additional Activities*

Activity Name	Date	Time
<input type="checkbox"/> Career Planning & Aptitude Assessment Open Labs	TBD March	TBD March
<input type="checkbox"/> Chamber of Commerce Job Fair	TBD March/April	TBD March/April

*Dates and times are subject to change. Visit fresnostate.edu/cra for an up-to-date schedule.

Please submit this form by January 16, 2017. Forms received after January 16 will be considered if space is available.

You may submit this form in any of the following ways:

- *DROP IT OFF* at our office: Kremen Education Building, Room 130 on the Fresno State campus
- *MAIL IT* to Continuing & Global Education, 5005 N. Maple Avenue, M/S ED76, Fresno, CA 93740-8025
- *FAX IT* to 559.278.0395
- *EMAIL IT* to cgeinfo@csufresno.edu

If you have any questions about the Career Readiness Academy, visit the program website at fresnostate.edu/cra or contact the Division of Continuing and Global Education at 559.278.0333 and ask for Susan Hawksworth or David Hoff.