

**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](http://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.

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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](http://fresnostate.edu/cge/veterans))**

- Yes  I am not a veteran  
 No

**7) What is your highest level of education?**

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

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(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](http://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](http://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](mailto:cgeinfo@csufresno.edu)

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