

Career Readiness Academy – CBO Referral 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.

REFERRING CBOs – please fill out this form in its entirety on behalf of program applicants.

Applicant's Last Name

Applicant's First Name

Applicant's DOB (mm/dd/yy)

1) What is the best way for us to contact the referred applicant? (check at least one and provide contact info)

- Phone _____
- Email _____
- Mailing Address _____
- Other _____
- Referring organization will relay messages to applicant

2) Will the referred applicant 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 does the referred applicant possess?

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

4) Would the referred applicant 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) Is the referred applicant a veteran?

- Yes
- No

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

- Yes
- No
- The referred applicant is not a veteran

7) What is the referred applicant's highest level of education?

8) Why do you think the referred applicant would be a good fit for the Career Readiness Academy?

9) (for person making referral) Please provide your name and contact information.

Contact Name

Name of Referring Organization

Contact Phone

Contact Email

(continued on reverse)

10) Which of the following workshops would best suit the referred applicant's 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.