



FREE TRAINING CAREER SUPPORT SERVICES

Upcoming Courses Will Include:

- NCCER Instrumentation
- NCCER Millwright
- Computer Numerical Control(CNC)
- Programmable Logic Controls(PLC)

Funding for TWIC card is available

Participating Partner Colleges Trainings Offered:
NCCERCrafts/Project Management/Lean Six Sigma

College of the Mainland

409-933-8643

www.com.edu/ce/gcrtw-Grant

Lee College

832-556-4527

www.lee.edu/workforce/ready2work/form

Brazosport College

979-230-2342

www.brazosport.edu/gators/2014/jumpstart/index.html

For more information on the DOL H-1B Ready to Work Grant, please email GCRTW-Grant@sjcd.edu or fax 281-542-2097.

www.sanjac.edu/GCRTW-Grant

Qualifications

- 18 years of age and older
- U.S. Citizen/Permanent Resident
- High School Diploma/ GED
- Unemployed (6 Months or more)
- Drug Screen/ Background check (Sponsorship Available)

These programs are funded by a grant awarded by the U.S. Department of Labor's Employment & Training Administration. The information contained in this product was created by the grantee organization and does not necessarily reflect the official position of the U.S. Department of Labor. All references to non-governmental companies or organizations, their services, products or resources are offered for information purposes and should not be construed as an endorsement by the Department of Labor.

281-478-2791

www.sanjac.edu

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Gulf Coast Ready to Work Grant

Checklist

1. Complete the application in its entirety (if something doesn't apply indicate N/A)
2. Copy/picture of degree or transcripts at minimum high school or equivalent (unofficial is fine)
3. Resume
4. Provide documentation of drug screen and background check (see next page for Castle Branch instructions) ***NO REFUNDS***
 - a. Employed individuals may be able to waive this with appropriate employer documentation
 - b. Sponsorship may be available for those who qualify
5. All participants must register with Workforce Solutions:
(https://wit.twc.state.tx.us/WORKINTEXAS/wtx?u=1420490300610&pageid=JV_USE_AGREEMENT)
 - a. Be sure to print and submit the Create Logon Confirmation Page with your application
6. Proof of Selective Service registration (men only)
7. Employment and Training Plan

And

One of the **numbered** options below:

1. Passport
2. Driver's license and birth certificate
3. Driver's license and SSN Card
4. Permanent Resident Card

Veterans and Eligible Spouses must submit one of the following (veterans preference will be given to eligible participants):

1. DD214 with Character of Discharge
2. Orders documenting call to Active status from reserve
3. Veterans Disability Eligibility Letter

Note - The grant staff may request more information or testing in addition to these requirements.

Individuals interested in applying are required to submit legible copies (via scan or fax transmission) to Grant staff at (GCRTW-Grant@sjcd.edu). Please contact grant staff via email **prior** to submission in order to be issued a password for your documents. If you would like to remit documents in person, please email us for an appointment between (0800-1645) and bring them to the Continuing and Professional Development Office (Building 1, room 207) on San Jacinto College Central Campus (8060 Spencer Hwy, Pasadena, TX 77505).

****Please note that meeting qualifications or being determined eligible does not guarantee admittance into the programs nor any obligation to provide services and/or training through the GCRTW.**



All participants must register with Workforce Solutions:

https://wit.twc.state.tx.us/WORKINTEXAS/wtx?u=1420490300610&pageid=JV_USE_AGREEMENT

If you have already registered with Workforce Solutions, please include your WorkinTexas homepage

DOL - H1B Gulf Coast Ready to Work Grant

A U.S. Department of Labor/Employment and Training Administration Grant

IDENTIFYING INFORMATION:

Name: _____

Street Address _____

City, State, Zip _____

Phone Number _____

Alternate Phone Number _____

E-mail Address _____

REFERRED BY – List who or what organization referred you

Name: _____

U.S. CITIZENSHIP

Are you a U.S. Citizen? Yes _____ No _____

Are you a permanent resident? Yes _____ No _____

(101) Social Security: _____

(102) Selective Service Status: Yes _____ No _____

(103) Date of Birth: _____

(104) Gender: Male _____ Female _____

(105) Individual w/Disability (Physical or Mental Impairment – disclosure is used for federal reporting purposes and will not impact your participation.):

Do you have any disabilities?

Yes _____ No _____ Do not wish to disclose _____

(106) ETHNICITY (Please check one.)

Hispanic or Latino Yes _____ No _____

(107-111) RACE (Please check all that apply.)

_____ American Indian or Alaskan Native (107)

_____ Asian (108)

_____ Black or African American (109)

_____ Native Hawaiian or Other Pacific Islander (110)

_____ White (111)

(113) ELIGIBLE VETERAN STATUS (Must be other than dishonorably discharged. Check one below):

____ Yes, Service for a period of less than or equal to 180 days

____ Yes, Service for a period of more than 180 days

____ Yes, Spouse of an eligible veteran

____ No

DRIVER'S LICENSE- Do you have a valid State Issued Driver's License?

Yes _____ No _____ State: _____

ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED FOR ELIGIBILITY FOR GRANT FUNDING.

This confidential information is requested to comply with federal reporting requirements of the U.S. Department of Labor.

(114) CHECK HIGHEST EDUCATION LEVEL ATTAINED:

(Check one selection only for highest level completed or enter number of post high school years completed)

_____ Number of college, or full-time technical or vocational school years completed

_____ Bachelor's Degree

_____ High School Diploma

_____ GED or Equivalent

_____ Other Post-Secondary Degree or Certification

_____ Associate's Diploma or Degree

_____ Post-Secondary education certificate or diploma (non-degree)

(200) Employment Status at Participation:

_____ Employed

_____ Employed, but received notice of termination of Employment or Military separation

_____ Not Employed

IF CURRENTLY EMPLOYED, COMPLETE THE FOLLOWING QUESTIONS:

Current Job Title _____

Employer _____

Wage/Salary & Rate _____

EXPERIENCE: Do you have:

Experience in the oil and gas industry? Yes ___ No ___

Do you have any trade skills (pipefitting, welding, metal fabrication, mechanical skills, etc.)? Yes _____ No _____

What types? _____

EMPLOYMENT OUTLOOK: The grant provides Career Preparation. Please advise what level of support that you feel you may need in the following areas:

Job search strategies: ___ Some ___ Moderate ___ Significant

Use of Social Media: ___ Some ___ Moderate ___ Significant

Resume Prep/Review: ___ Some ___ Moderate ___ Significant

Application Completion: ___ Some ___ Moderate ___ Significant

Interview Techniques: ___ Some ___ Moderate ___ Significant

Follow-up Strategies: ___ Some ___ Moderate ___ Significant

TRAVEL:

If you are approved for an internship, are you willing to travel?

Yes _____ No _____ How far? _____ miles

Are you willing to relocate throughout the Houston Metro Service Area? Yes ___ No _____

The San Jacinto College District is committed to equal employment opportunity for all students, employees, and applicants without regard to race, creed, color, national origin, citizenship status, age, disability, pregnancy, religion, gender, sexual orientation, gender expression or identity, genetic information, marital status, or veteran status in accordance with applicable federal and state laws. No person including students, faculty, staff, part-time, and temporary workers will be excluded from participation in, denied the benefits of, or be subjected to discrimination or harassment under any program or activity sponsored or conducted by the San Jacinto College District on the basis of the categories listed.

Gulf Coast Ready to Work (GCRTW) Grant

A U.S. Department of Labor/Employment and Training Administration Grant

To be considered for the GCRTW Grant a participant must meet the following conditions at the time of enrollment (Please initial **ONLY ONE selection/ Funding **ONLY** available for individuals who have been unemployed for 6 months or more):**

_____ (204) Long Term Unemployed: An individual without a job for 27 weeks or more; **OR**

I, _____, attest that the information I have provided on these forms
PLEASE PRINT NAME CLEARLY
is accurate, current, and honest. I further confirm that I understand and agree to all expectations of truthfulness and candidness related to the information I have provided herein, and recognize that my failure to fully disclose accurate, current, and honest information could result in my exclusion from participation or even criminal and civil penalties. I also am currently not participating in another DOL grant at any other college. Lastly, I understand that my information may be shared between the partner colleges and with the Department of Labor and other related parties to track the program's progress. I consent to this sharing of my information only as it relates to the project.

SIGNATURE _____
(Digital Signatures are NOT acceptable)

DATE _____

Participant Expectations

- I. Please complete the GCRTW application Packet
 - a. Supporting documentation
 - i. College transcripts (Unofficial are fine) or copy/picture of your degree/certification
 - ii. Resume
 - iii. Printed Confirmation of WorkinTexas.com registration
 - iv. Successful Drug Screen/Background Documentation
 - v. Documentation of age and citizenship
 1. Copy of Passport
 2. Copy of birth certificate
 3. Copy of driver's license **AND** SSN Card
 4. Copy of Permanent Resident Card
 5. Selective Service (men only)
 - vi. Veterans and Eligible Spouses
 1. DD214 with character of discharge
 2. Orders
 3. Disability eligibility letter
 - b. Remit application with supporting documents password protected via email
 - c. Submissions made in person require an appointment to ensure that grant staff is onsite to take documents (Only submit documents to grant staff)
 - d. It is the student's responsibility to ensure receipt of an email which documents grant approval and then a written confirmation that you are, indeed, included on the roster. Recommend Weekly follow-up.
- II. Assessment Testing – An assessment test is required by the Grant in order to assess the participant's skills and evaluate for individualized training. Grades must be returned to Grant staff.
- III. Course Selection –the website has upcoming courses, email course requests to GCRTW-Grant@sjcd.edu
 - a. If you commit to the class and must cancel, notification must be made via email at least but not until 1 week before the class start date.
 - b. If, after committing to participate in the grant, and you are a 'no-show' without the appropriate notice (as defined by the CPD refund policy), you will no longer be eligible to participate in other grants at San Jacinto College. Furthermore, you will be held financially obligated to reimburse the College for the course tuition. You are also required to return any books or equipment furnished to you for the course. A 'financial hold' will be placed on your account until you have made full payment and returned the course materials. If you have an emergency situation that can be documented, we will review it on a case-by- case basis
 - c. Attendance, ****classroom etiquette****, and performance requirements is expected for all classes and excessive absences (or lost hours) will result in a non-mastery (non-passing) grade which will make the participant ineligible to sit for the certification exam.
 - d. You will receive an email notification to prepare for your class about one week prior to the class start
- IV. Certification Exam
 - a. In order to sit for the certification exam you must successfully complete the course.
 - b. In order to take your next course, you must successfully pass the certification exam to the first course.
- V. I understand and consent to receive regular email contact from the grant staff throughout the life of the project.
- VI. I understand that I must keep grant staff updated of any employment changes throughout the life of the project as the grant staff will be tracking my employment status.

Printed Name

Signature

Date

Employment and Training Plan

Name: _____ Date: _____

Congratulations on starting your new plan for your future. When you finish, you will have an Employment and Training plan to take with you. It will serve as a guide to help you on your path to achieving your goals.

I have the most experience doing this type of work (Choose 1 or more):

___ Working with People ___ Working with Things ___ Working with Data

Three Occupations that I would like to explore further are:

1. _____
2. _____
3. _____

My top three areas of Training are:

1. _____
2. _____
3. _____

My Training and Employment Goals

Short Term Goal (6 months - 1 year): _____

Long Term Goal (2 - 5 years): _____

Every long-term goal is made up of many short term goals and steps. As you get closer to your long-term goal, you will set new short term goals. The steps I need to take now to reach my long-term goals are:

Step	Date to complete step
1.	
2.	
3.	
4.	



Welcome to the Drug Screen and Background check portion of the Gulf Coast Ready to Work application. In order to complete the application process, you must submit your information via HireRight. Follow the following steps to complete your process:

[Please Contact Grant Staff for instructions. Gcrtw-grant@sjcd.edu](mailto:Gcrtw-grant@sjcd.edu)