



Rural Alaska Community Environmental Job Training-Core Skills Program (RACEJT-CS)

APPLICATION INFORMATION and INSTRUCTIONS

The RACEJT-CS program provides environmental job training to increase local rural community employment in contaminated site cleanup, waste management, and other environmental and "green industry" jobs. It is our goal to have a trained, environmental technician in every rural Alaska community.

RACEJT-CS program is aligned with the University of Alaska Fairbanks Occupational Endorsement for Rural Waste Management and Spill Response Technician. Students will be concurrently earning eight of the required ten college credits needed to complete the University's Endorsement.

Applicants are required to commit to the full seven weeks of the program.

Program Structure:

- In-class time will vary from three to six hours per day, for 5 - 6 days each week, averaging four hours per day, five days per week.
- Up to eight hours of weekly homework.
- Classes will be a mix of live phone calls and recorded video presentations.
- Attendance is required for every class.
- Being on-time is required for every class.
- Zero Tolerance for Substance Abuse.

Scheduled Session Dates: April 14 - May 28, 2021

Program Classes:

- HAZWOPER 40 hr
- Rural Landfill Operator-RALO
- Water and Soil Sampling
- Confined Space Entry
- Refrigerant Removal
- Job Readiness Skills
- Solid Waste Management
- DOT Hazmat Regulation
- Hazardous Backhaul

PARTICIPANT ELIGIBILITY:

- Applications must be received no later than midnight on **Friday, February 5, 2021** to be considered.
- Must be a resident of a rural Alaska Native community (defined as 30% or greater Alaska Native population).
- Must be 18 years of age or older, or an emancipated minor.
- Must be unemployed or under-employed (working no more than 20 hours/week average in prior year).
- Must be able to attend the full seven weeks of training and adhere to the zero-tolerance policy.
- Must have a high school diploma or GED or obtain a GED by January 5th, 2021.
- Much of the environmental work for which you will be trained requires heavy lifting and working outdoors. You must be physically fit, able to work in confined spaces, and able to wear a respirator mask. If you are unable to perform heavy lifting or other essential job functions but have an employer who is willing to hire you then you may submit an employer letter stating this, and you will still qualify for the program. Letters must be received by February 5th, 2021.
- Must provide 2 completed personal reference forms. Reference forms are provided in this application packet.
- RACEJT-CS funders require a copy of your social security card. Therefore, if accepted, you must provide a copy. If you do not have a copy you will need to begin the process of attaining one immediately. The RACEJT-CS application contains the required application to apply for a copy of your social security card for your convenience.
- A potential job lined up is **not** a requirement of the program. We will assist you with job placement if needed. However, you will be given priority acceptance if you meet the below guidelines.
- Must have full access, and ability to use exclusively, a phone during daytime hours of 8 am - 4 pm, Mondays through Saturdays
- Must have the ability to email or text pictures as part of certain projects.
- Must provide permission for instructors and fellow students to communicate with you via text for purposes of RACEJT-CS
- Must refrain from using students and instructors cell phone numbers for any purpose other than RACEJT-CS

GAINING PROGRAM PRIORITY ACCEPTANCE:

To obtain priority for program acceptance, you need to identify a specific job position for which an employer will hire you once you are trained.

- To document this job, you must arrange for your potential employer to attend your phone interview (described below). If this is not possible, you must provide a letter from your prospective employer (i.e. Tribal or City Council member, project contractors, corporations, etc.) that recommends you to the program and confirms that they or a project contractor will hire you following the completion of the training program.

- Do you work 20 hours or less per week currently? **You will receive priority if your employer can commit to increasing your wage and/or increasing the number of hours you work upon completion of the training.** Your employer must attend your phone interview (described below) or furnish a letter by February 5th, 2021 that confirms their plan for an hour or wage increase.

APPLICATION INSTRUCTIONS:

Step 1: Attend one of the following informational calls using the call-in number below. These phone sessions are very helpful and serve to answer any questions or concerns:

- January 14th, 10 am - 11 am
- January 19th, 10 am - 11 am
- January 22nd, 10 am - 11 am
- January 29th, 12 pm - 1 pm
- February 4th, 12 pm - 1 pm

Call-In Information

Phone Number: 1-800-309-2350; **Passcode:** 52626#

Step 2: Submit your completed application form on or before the application deadline of **Friday, February 5th, 2021** using one of the following methods:

- Online submittal: Complete the form at <https://zender.dreamhosters.com/racejt-cs-application/>
- *Or Email:* Print out this document and email a completed copy to the RACEJT Program Manager: April Reed-McCoy, amccoy@zendergroup.org
- *Or Fax the printed application to:* 1-877-335-6780 / Attention RACEJT-CS
- *Or Take pictures of each page and text to:* 907-717 4754

You will receive back a receipt of confirmation. If you do not receive a receipt within 48 hours, please call or text April at 907-717-4754.

Step 3: Make sure the two people filling out your personal reference forms also submit the forms **by the application deadline of February 5th, 2021**. Reference forms and their instructions may be found <https://zender.dreamhosters.com/racejt-cs-application-referral/>

Step 4: Call-in for a short, **required** telephone interview that we will schedule with you once we receive your application. The interview process is described below.

Step 5: We plan to end the selection process by March 4th and if selected, you will be notified and invited to attend RACEJT-CS on or before **March 5th, 2021**. If accepted, we will work with you to complete the final program requirements.

PHONE INTERVIEW:

If you are eligible for RACEJT, **you will be contacted within 5 business days** of application receipt to schedule a phone interview. The interview will last 20 – 30 minutes and will consist of basic, non-technical questions. The purpose of this interview is to see if RACEJT-CS is good fit for you.

If you have a potential employer, please arrange for them to attend the call. If your future employer cannot attend the interview, they must provide us a letter stating their commitment to hire you. **This letter is due no later than February 5th, 2021**. Without employer attendance or a commitment letter, you will receive a lower-ranked score. If you have questions concerning this policy, please contact us.

To screen everyone and complete the selection process by March 4th, 2021, we need to contact you right away to schedule your phone interview. **It is critical to provide a working contact number** or message phone to reach you.

MORE INFORMATION:

RACEJT-CS is an excellent training opportunity that is demanding of your time and requires a personal commitment to, and focus on, learning new skills. Attending the required phone call, described above in Step 1, will help you know what to expect during the application process and what to expect during the training program. If you have access to the internet, we also recommend viewing the factsheets, Employer Sample Letter, Frequently Asked Questions, and other RACEJT-CS resources at www.zendergroup.org/racejt.html. You may also text or call April McCoy at the phone number and/or email below:

April McCoy, Program Manager

Ph: 717-4754

Email: amccoy@zendergroup.org

******Application Deadline is *Friday, February 5th, 2021*. ******

The application and references must be submitted by then.

If they are late, you will not be eligible for the program.

Thank you for your interest in this program.



RURAL ALASKA COMMUNITY ENVIRONMENTAL JOB TRAINING - CORE SKILLS PROGRAM (RACEJT-CS)

APPLICATION

This application is a confidential document and will be used to evaluate whether you are eligible to participate in the training program. All information is kept confidential and will not be shared with anyone outside the staff and Program Advisory Board Review Committee. Information will also be used for reporting purposes required by USEPA, and AK DOL. Please answer all questions correctly.

SECTION 1: PERSONAL INFORMATION

*If you are found to be eligible, you will be contacted within 2-5 business days to schedule a short phone interview. You **must** provide us a reliable way to quickly contact you. If you give a message phone number, please be sure that you will receive your messages. If we are unable to reach you, you will be dropped from program consideration. If you receive a message from us, you must call us back within 2 days.*

Last Name	First Name	Middle Name	
Address	City	State	Zip Code
Phone Number & Best time to contact	E-mail address (if any)	Preferred method of contact	

SECTION 2: OPTIONAL INFORMATION

RACEJT-CS is open to all individuals meeting the listed eligibility criteria found in the Application Information Sheet. We wish to ensure that everyone has equal access to the RACEJT-CS Program. The following will be used to assess whether we are reaching all eligible persons. It will not be used in selecting applicants.

What is your ethnicity? ☐ Alaska Native/American Indian ☐ White ☐ African American
☐ Hispanic/Latino ☐ Asian ☐ Other

Age Range? ☐ 18-24 ☐ 25- 39 ☐ 40 – 50 ☐ 50+

Gender? ☐ Male ☐ Female Are you a Military Veteran? ☐ Yes ☐ No

SECTION 3: ACCESS TO COMMUNICATION

Do you have a phone? ☐ Yes ☐ No

Do you have a tablet or computer to view videos and documents? ☐ Yes ☐ No

Note- if you do not have access to a suitable device, the program will be able to provide one.



SECTION 4: AVAILABILITY TO PARTICIPATE

You must be available for the entire seven weeks of the training program, April 14 – May 28, 2021

Can you commit to daily calls, averaging up to 4 hours per day, five to six days per week?

☐ Yes ☐ No

Are you available from April 14 – May 28? ☐ Yes ☐ No

SECTION 5: EDUCATIONAL BACKGROUND

To be accepted to the 2021 program, you must have a high school diploma or GED by February 5th, 2021

Did you graduate High School? ☐ Yes ☐ No

Do you have a GED? ☐ Yes ☐ No If yes, when did you received it? _____

Have you attended other educational institutions or training programs since school? ☐ Yes ☐ No

If yes, please list the name, type of training, and years attended.

SECTION 6: EMPLOYMENT STATUS AND WORK HISTORY

Are you currently unemployed? ☐ Yes ☐ No

Are you currently underemployed (work less than 20 hrs/week)? ☐ Yes ☐ No

If employed, is your employer able to offer you a phone and/or computer-tablet to view documents and videos? ☐ Yes ☐ No

Do you have a quiet space to attend live calls and conduct RACEJT-CS work?

☐ Yes ☐ No

If employed, is your employer able to offer a quiet space for you to attend live calls and conduct RACEJT-CS work? ☐ Yes ☐ No



Please fill out your work history below, including volunteer jobs. If you would like us to know about more than your most recent 3 jobs, you can write on the back.

1. Current or most recent employer: _____

Address: _____

Supervisor Name: _____ Phone: _____ Fax: _____

Job Title or description: _____

Wages per hour: _____ Hours worked per week: _____

Employed from: _____ to: _____
(Date started) (Date ended)

Reason for leaving: _____

2. Previous employer: _____

Address: _____

Supervisor: _____

Job Title or description: _____

Wages per hour: _____ Hours worked per week: _____

Employed from: _____ to: _____
(Date started) (Date ended)

Reason for leaving: _____

3. Previous employer: _____

Address: _____

Supervisor: _____

Job Title or description: _____

Wages per hour: _____ Hours worked per week: _____

Employed from: _____ to: _____
(Date started) (Date ended)

Reason for leaving: _____



SECTION 7: FUTURE EMPLOYMENT

Having a potential job lined up is not a requirement, but it will give you priority during the selection process. If you have a potential job, your future employer must either participate in the screening interview OR provide a letter stating their commitment to hire you. The letter must be received by February 5, 2021

Do you have a potential employer if you are able to complete the training? ____Yes ____No

What is the name of the company, organization, or government that you are seeking employment with?

Contact Name, Address, & Phone or E-mail of Future Employer:

Please provide a description of the job you will be performing:

SECTION 8: QUESTIONS FOR EMPLOYED APPLICANTS ONLY.

1. Check the boxes that apply to you.

- ☐ I am employed in a position(s) for less than 20 hours a week year-round.
- ☐ I am employed a total of 1040 hours or less in one calendar year.
- ☐ I am employed, but will lose my job before February 5th, 2021.
- ☐ None of the above, but I have reason to believe I might still be program-eligible because (fill-in): _____
-
-
-

2. Will your current employer increase your wages or number of hours if you complete this training?

Yes ____ No ____ Probably ____ Probably not ____

Note if you checked "yes", you will receive priority in the selection process if you submit a letter from your employer confirming the accuracy of this statement, or if your employer phones us or attends your interview.



SECTION 9: PERSONAL REFERENCES

You must have two people submit directly to us personal reference forms (included in this application packet).

Did you arrange for two people who know you to fill out a reference form? ____ Yes ____ No

SECTION 10: HEALTH QUESTIONS

This program trains workers who may be required to do manual labor or may have to wear respirators (facemasks)

and heavy enclosed clothing for their job. For most of the potential jobs for which you are being trained, you must be able to lift repeatedly and routinely 15 – 25 lbs. If you have a beard you must shave it for any respirator fit test. Good physical health is essential for this line of work. If you have health limitations, but your future employer is aware of them, we ask that you provide a letter from your future employer to excuse you from the fit test portion of the training. Please note that we will accommodate anyone with a disability(s) that does not affect performance of the essential functions of the jobs for which you are being trained.

Do you have any health problems or disabilities that would prevent or keep you from completing this training? ____ Yes ____ No

If yes, please explain _____

SECTION 11: CERTIFICATION

Please fill in your name and carefully read the following statement before signing.

I, _____, state that the information I have given on this application is true and correct to the best of my knowledge.

I understand that this program requires that I commit to the full seven weeks of the training.

I understand that there is zero tolerance for interference with the RACEJT-CS learning environment, including interference caused by alcohol and/or non-prescription drugs.

I understand that appearing intoxicated, causing disruption of instruction, or negatively impacting others' well-being, will result in immediate dismissal from the program.

Signature _____

Date _____

Thank you! We appreciate your application to our program.

RACEJT-CS is an Equal Opportunity Employer/ Program Auxiliary Aids and Services are Available upon Request to Individuals with Disabilities.





Rural Alaska Community Environmental Job Training Program (RACEJT)

Personal Reference #1

RACEJT-CS is a program that trains unemployed and underemployed individuals for important community environmental health jobs such as waste collector/landfill operator, site cleanup worker, tank inspector, recycling coordinator, Freon recovery specialist, etc.

Your responses will be private and **will NOT be shared** with the applicant. Please answer the following questions. We will use the phone number you provide to call you if a follow up referral is needed.

I, _____, am completing this reference form for _____.

My address: _____ My phone number: _____.

1. How long have you known the applicant? (Circle) 1-12 months 2-4 years 5-10 years 10 + years

2. In what capacity do you know him/her? (Check all that apply)

☐ Supervisor

☐ Family member

☐ Other _____

☐ Co-worker

☐ Friend

3. Check any descriptions below that you think fit this applicant. (You may check 0, 1, 2, or 3 descriptions)

☐ Works well with others

☐ Committed to finding & keeping work

☐ Can maintain sobriety at training

4. Tell us more about why we should choose this applicant: _____

5. Check any descriptions below that you think fit this applicant. (You may check 0, 1, 2, or 3 descriptions)

☐ Problems with authority

☐ Not very responsible

☐ Possible alcohol or drug abuse

6. What other concerns should we consider? _____

7. RACEJT-CS trains for local and regional work that helps community health and environment. What can you tell us about the applicant's dedication to their community/others or the environment?

*** Submit this form by **FRIDAY, February 5th, 2021, using one of the below methods.** ***

Fax 1- 877-335-6780, **or**

e-mail to amccoy@zendergroup.org,

text form to 907-717-4754

or mail to Zender RACEJT-CS Program – 7010 Joseph St, Anchorage AK 99518

Call April McCoy at Zender Environmental for more info or questions: 907-717-4754

ATTENTION: Please, DO NOT give back to the applicant!



Rural Alaska Community Environmental Job Training Program (RACEJT)

Personal Reference #2

RACEJT-CS is a program that trains unemployed and underemployed individuals for important community environmental health jobs such as waste collector/landfill operator, site cleanup worker, tank inspector, recycling coordinator, Freon recovery specialist, etc.

Your responses will be private and **will NOT be shared** with the applicant. Please answer the following questions. We will use the phone number you provide to call you if a follow up referral is needed.

I, _____, am completing this reference form for _____.

My address: _____ My phone number: _____.

1. How long have you known the applicant? (Circle) 1-12 months 2-4 years 5-10 years 10 + years

2. In what capacity do you know him/her? (Check all that apply)

☐ Supervisor

☐ Family member

☐ Other _____

☐ Co-worker

☐ Friend

3. Check any descriptions below that you think fit this applicant. (You may check 0, 1, 2, or 3 descriptions)

☐ Works well with others

☐ Committed to finding & keeping work

☐ Can maintain sobriety at training

4. Tell us more about why we should choose this applicant: _____

5. Check any descriptions below that you think fit this applicant. (You may check 0, 1, 2, or 3 descriptions)

☐ Problems with authority

☐ Not very responsible

☐ Possible alcohol or drug abuse

6. What other concerns should we consider? _____

7. RACEJT-CS trains for local and regional work that helps community health and environment. What can you tell us about the applicant's dedication to their community/others or the environment? _____

*** Submit this form by **FRIDAY, February 5th, 2021, using one of the below methods.** ***

Fax 1- 877-335-6780, **or**

e-mail to amccoy@zendergroup.org,

text form to 907-717-4754

or mail to Zender RACEJT-CS Program – 7010 Joseph St, Anchorage AK 99518

Call April McCoy at Zender Environmental for more info or questions: 907-717-4754

ATTENTION: Please, DO NOT give back to the applicant!