



# Job Corps

## Job Corps offers:

- a High School Equivalency Diploma (H.S.E.D.)
- vocational training
- driver's education
- housing
- meals
- basic medical & dental insurance
- a modest living and clothing allowance
- social and independent living skills
- career transition services for one year after graduation

## Eligibility:

**Applicants must be 16 – 24 years old,  
a legal United States resident,  
economically disadvantaged ,  
and/or have a documented disability**

Job Corps is committed to providing students with a safe, learning environment and has a **Zero Tolerance Policy for Drugs and Violence**.

Vocational training opportunities may include:

Automotive, Bricklaying, Business technologies, Carpentry, Culinary Arts, Facilities Maintenance, Health Occupations (Certified Nursing Assistant), Painting, Security, & Welding

Students will develop their own **Personal Career Development Plan** in order to identify and reach their life goals.

For more information, contact your nearest Outreach & Admissions Counselor at:

**(608)242-4893**  
or visit <http://jobcorps.doleta.gov>

Job Corps is a U.S. Department of Labor/Employment and Training Administration program providing education and career skills training at 122 centers nationwide.

Job Corps is a U.S. Department Labor and Equal Opportunity Employer Program.  
TDD/TYY telephone number is (800) 733-5627



## Job Corps Eligibility Requirements

### Age Requirements

**16 -- 24 years of age.** A student cannot apply for Job Corps until they are 16 and must arrive on center *before* they turn 25. A student may turn 25 or 26 *after* they are a student on center. Any student under the age of 18 must have parent or legal guardian consent to enroll.

### Income Requirements

**Economically disadvantaged.** A student's individual and/or family income must fall below federal poverty income guidelines which are based on family size. The individual must also be a legal United States resident.

### Additional criteria that may qualify a student for Job Corps (regardless of their income):

- \*Any type of a *documented* disability--learning, physical, or mental--may qualify a student for Job Corps
- \*An individual who receives cash welfare payments, government medical assistance, or food stamps
- \*A foster child for whom state or local government payments are made or a ward of the state

### Behavior

**Drug and alcohol free at time of admission.** Applicants will be tested on center to show their ability to remain drug free during enrollment. Students must be free of all behavioral problems that would prevent them or others from successfully participating in Job Corps. **Students cannot interview with any open court cases or outstanding fines, restitution, or community service.** Other issues regarding a student's behavior record that are considered during the application process include:

1. Current and past face-to-face supervision with a social worker or probation/parole office;
  - \*face-to-face supervision must be *completed* before a student is eligible for Job Corps
  - \*misdemeanor or felony convictions may require a 1 – 3 year wait before eligible for Job Corps
2. Participation in alcohol and other drug treatment programs, anger management, or counseling
3. Any periods of incarceration or jail time
4. A student's inability to adjust to the standards of conduct, discipline, and training that is required

### Child Care

Adequate child care arrangements must be made for applicants with dependents. There is only one center in this region that has child care arrangements for a student to bring their child to Job Corps and it may take 4 – 6 months to enroll. Students cannot enroll in Job Corps if they are more than 12 weeks pregnant.

### Attitude

**Job Corps is a voluntary program and a student cannot be forced to attend!** Applicants must attend class daily, follow all program rules and expectations, be respectful toward Job Corps staff, and be interested in establishing a career or future for themselves.

phone: (608) 242-4893

mailing address: 1819 Aberg Ave.

Madison, WI 53704

email: [Bergh.jason@jobcorps.org](mailto:Bergh.jason@jobcorps.org)

fax: (608)242-4917

## **Job Corps Centers**

*Call the center to set up a tour today!*

### **Atterbury Job Corps Center**

*Location:* Edinburgh, Indiana (812) 526-5581

*Trades:* Brick Masonry, Business Technologies, Carpentry, Cement Masonry, Certified Nursing Assistant, Computer Operator, Culinary Arts, Electrical, Facilities Maintenance, Glazing, Heavy Equipment Operations/Repair, Painting, Retail Sales, Security, Sign & Billboard Painting, Welding

### **Blackwell Job Corps Center**

*Location:* Laona, Wisconsin (715) 674-2311

*Trades:* Brick Masonry, Business Technologies, Carpentry/Union Construction, Electrical, Certified Nursing Assistant (CNA), Painting, Welding

### **Chicago Job Corps Center**

*Location:* Chicago, Illinois (773) 847-9820

*Trades:* Brick Masonry, Business/Office Technologies, Carpentry, Certified Nursing Assistant (CNA), Computer Service Technician, Manufacturing Technology Program, Painting

### **Denison Job Corps Center**

*Location:* Denison, Iowa (712) 263-4192

*Trades:* Brick Masonry, Business Technologies, Carpentry, Certified Nursing Assistant, Culinary Arts, Facilities Maintenance, Painting, Security, Welding, Off-Center: LPN, Truck Driving, Automotive

\*Off-center training has specific requirements regarding education, driver's license, and test scores

\*\*provides child care for students with children but there may be a waiting list of 1 – 2 years

### **Earle C. Clements Job Corps Center**

*Location:* Morganfield, Kentucky (270) 389-2419

*Trades:* Auto Mechanics\*, Business/Office Technologies, Carpentry, Computer Repair, Culinary Arts, Deckhand, Electrical Wiring, Facilities Maintenance, Certified Nursing Assistant (CNA), Painting, Plumbing, Roadway Express\*, Tile Setting, Welding

\*Students must have G.E.D., H.S.E.D., or diploma and a valid driver's license to enroll into this trade

### **Golconda Job Corps Center**

*Location:* Golconda, Illinois (618) 285-6601

*Trades:* Brick Masonry, Business/Office Technologies, Carpentry, Computer Repair, Culinary Arts, Electrical, Painting, Urban Forestry, Welding

### **Joliet Job Corps Center**

*Location:* Joliet, Illinois (815) 727-7677

*Trades:* Business Technologies, Facilities Maintenance, Certified Nursing Assistant (CNA), Pharmacy Technician, Painting, Security, Welding

## *Benefits of a Job Corps Scholarship*

*Job Corps is simply the most comprehensive career development program available to young men and women, ages 16 – 24.*

<b>Education</b>	<ul style="list-style-type: none"><li>-High School Equivalency Diploma (H.S.E.D.) or</li><li>-High School Diploma (age and credit requirements attached)</li></ul>
<b>Career Training</b>	<ul style="list-style-type: none"><li>-vocational training by certified instructors that is hands-on</li><li>-work uniforms or clothes are provided for the training day</li><li>-discounted tools may be available for full program graduates</li></ul>
<b>On-Campus Living</b>	<ul style="list-style-type: none"><li>-dorm room with bunk beds and places for clothes storage</li><li>-cafeteria meals</li><li>-basic medical, dental, and vision care</li><li>-recreational facilities and activities on and off center</li></ul>
<b>Living &amp; clothing allowance</b>	<ul style="list-style-type: none"><li>- a modest living allowance is paid out bi-weekly to students</li><li>-money is provided for students to purchase professional clothes</li><li>-additional money is available to support dependent children</li></ul>
<b>Completion Bonuses</b>	<ul style="list-style-type: none"><li>-students receive \$250 for completing their education</li><li>-students receive \$750 for completing a vocational trade</li><li>-students receive a total of \$1,200 for full program completion</li></ul>
<b>Employability Training</b>	<ul style="list-style-type: none"><li>-skill development in job search, career planning, &amp; budgeting</li><li>-acquire the computer skills necessary for today's workforce</li></ul>
<b>Career Placement</b>	<ul style="list-style-type: none"><li>-career transition assistance provided before graduation</li><li>-resume preparation and completed employment applications</li><li>-mock interviews to learn to communicate their skills effectively</li><li>-work-based learning opportunities with local companies</li><li>-graduates receive one year of career transition assistance</li></ul>
<b>Additional benefits</b>	<ul style="list-style-type: none"><li>-driver's education</li><li>-paid travel to the center on scheduled departure date</li><li>-paid travel for summer and Christmas vacation and graduation</li></ul>

*Call (608) 242-4893 to learn more today!*

# Job Corps

1819 Aberg Ave., Madison, WI 53704

phone: (608) 242-4893

*Success lasts a lifetime!*

fax: (608) 242-4917

## Steps for Job Corps Enrollment

- Educate yourself on the Job Corps program. Read this entire packet of information, log onto the internet at <http://jobcorps.doleta.gov>, and/or tour a Job Corps center. Tours are available at Blackwell weekdays 10:00 a.m. – 2:00 p.m. so call 715-674-2311 today and arrange to have lunch on center!
- Complete the enclosed pre-application and mail or fax it to the Job Corps office in Green Bay (see address and fax number above). The interested student must complete the pre-application..... not a parent or relative! Once I have received the pre-application, you will be contacted to discuss your eligibility for Job Corps and scheduled for an orientation.
- Call to schedule an orientation at a nearby job center. Please see the office locations below and keep in mind that I cover 19 counties in Wisconsin and try to manage them as efficiently as possible.
- Request a one hour interview with an Admissions Counselor after you have attended an orientation. An interview is required for enrollment into Job Corps. Students *cannot* interview without completing the **enrollment requirements** listed on the reverse side. Do not hesitate to contact me with any questions.
- Additional documents may be requested following the scheduled interview. Once the application is complete, the student's application will be sent to the center for review. Depending on center choice and trade preferences, acceptance into Job Corps can take anywhere from 4 - 12 weeks.
- Job Corps departs students each and every Tuesday. Students will be notified by their admissions counselor once they're accepted into the program so that transportation arrangements can be made.

Orientations be held at the various locations listed below and are approximately 1 – 1 ½ hours in length. If interested in attending, please call (920) 435-1543 to be scheduled for an orientation. All students will be asked to send in a completed pre-application prior to being scheduled for an orientation or appointment.

**Blackwell Civilian Conservation Center** \*students can tour the center, attend orientation, and have lunch (cost: \$2 per person)

4155 County Highway H, Laona

### **Brown County Job Center**

325 N. Roosevelt Street, Green Bay

### **Fond du Lac County Job Center**

349 N. Peters Avenue, Fond du Lac

### **Langlade County Job Center**

312 Forrest Avenue, Antigo

### **Manitowoc County Job Center**

3733 Dewey Street, Manitowoc

### **Marinette County Job Center**

1605 University Drive, Marinette

### **Oneida County Job Center**

100 W. Keenan Street (Riverwalk Centre), Rhineland

### **Fox Cities Workforce Devt. Center (Goodwill)**

1800 Appleton Road, Menasha

### **Shawano County Job Center**

707 East Elizabeth Street, Shawano

### **Sheboygan County Job Center**

3620 Wilgus Avenue, Sheboygan

### **Waupaca County Job Center**

120 West Badger Street, Waupaca

### **Oshkosh Workforce Development Center**

315 Algoma Boulevard, Oshkosh

## Enrollment Requirements

- \*a copy of your *signed* social security card (visit [www.socialsecurity.gov/](http://www.socialsecurity.gov/) or call 800-772-1213)
- \*a copy of your birth certificate (certified original is required for driver's education; [www.dhfs.state.wi.us/VitalRecords/](http://www.dhfs.state.wi.us/VitalRecords/))
- \*a copy of immunization records (shots such as your MMR, tetanus, etc....school may have)
- \*a copy of your health insurance (if covered)
- \*a copy of a driver's license or photo ID (a picture ID from school would work)
- \*high school transcripts (most recent high school, alternative school, or home-school records)
- \*income verification: a tax return, W-2's, or two paycheck stubs (family income if under 18)
- \*an essay explaining your interest in Job Corps
- \*(5) emergency contacts including their current address and phone number
- \*receipts or proof of completion for any fines, restitution, and/or community service hours
- \*2 or 3 letters of recommendation (from non-family members)
- \*employment history (including employer addresses, phone numbers, and dates of employment)
- \*high school information form (form will be provided after pre-application is received if under 18)
- \*a copy of your diploma, G.E.D., or H.S.E.D
- \*a copy of your most recent Individualized Education Plan (IEP) or M-Team Report
- \*recommendation from social worker/probation agent if ever on supervision (form provided)
- \*child care arrangements including child's birth certificate, social security card, & shot records

Medical Records: If hospitalized within the last four years or under a doctor's care for any medical or mental health reason (asthma, counseling, or medications for example), please obtain the records or a discharge summary from your doctor prior to your interview if possible. They will be required for your application to ensure you receive adequate medical care while in the program.

Court History: Interviews cannot be conducted with pending court dates. All fines and restitution must be paid and community service hours completed prior to scheduling an interview. *No exceptions!* A court record (including traffic violations) is conducted on every applicant. An existing record does not automatically mean a student is ineligible, but it will be considered in the application process.

Upper Peninsula of Michigan: Michigan residents have the option to meet with a Michigan Admissions Counselor if they cannot travel to Wisconsin for an orientation. The Michigan centers are listed below:

Location: **Detroit, MI**                      Size: 280 students                      phone: (313) 852-0301  
Trades: Business Technologies, Health Occupations (CNA), Carpentry, Painting,  
Facilities Maintenance, Computer Repair, and Advance Career Training

Location: **Flint, MI**                              Size: 330 students                      phone: (810) 232-9102  
Trades: Business Technologies, Accounting Clerk, Computer Support Specialist, Health  
Occupations (CNA), Dispensing Optician, Dental Assistant, Manufacturing Technician,  
Welding, Bricklayer, Carpentry, and Painting                      \*provides child care also

Location: **Grand Rapids, MI**                      Size: 270 students                      phone: (616) 243-6877  
Trades: Business Technologies, Culinary Arts, Health Occupations, Painting,  
Dispensing Optician, Facilities Maintenance, and Carpentry

Madison, WI 53704  
fax: (608) 242-4917

# Job Corps

*Success lasts a lifetime!*

1819 Aberg Ave., Madison, WI 53704 phone: (608) 242-4893  
fax: (608) 242-4917

Today's date: \_\_\_\_\_ PRE-APPLICATION (must be completed by the student, not anyone else)

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_  
last first m.i.

Address: \_\_\_\_\_  
number and street address or p.o. box city state zip

Phone Number: (\_\_\_\_\_) \_\_\_\_\_ Message Phone: (\_\_\_\_\_) \_\_\_\_\_

County where you live currently \_\_\_\_\_ Place of birth \_\_\_\_\_

Please check **all** ways that you heard about Job Corps: \_\_\_ TV \_\_\_ friend/family \_\_\_ school \_\_\_ Human services  
\_\_\_ probation/parole agent \_\_\_ bus poster \_\_\_ billboard \_\_\_ current/former Job Corps student \_\_\_ Job Center  
\_\_\_ Church \_\_\_ other (please list: \_\_\_\_\_) \_\_\_ newspaper (please name: \_\_\_\_\_)

Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Eye/hair color \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_

Highest Grade Completed: \_\_\_\_\_ When did you leave school? \_\_\_\_\_  
month year

## Please Answer the Following Questions

Have you ever applied to Job Corps? \_\_\_\_\_ If yes, what center and when? \_\_\_\_\_

Have you been to Job Corps before? \_\_\_\_\_ If yes, what center and when? \_\_\_\_\_

Have you had any court appearances in the last three years? \_\_\_\_\_

If yes, please list the charges: \_\_\_\_\_

Have you been on probation or supervision in the last 3 years? \_\_\_\_\_ Why? \_\_\_\_\_

If yes, who was your probation officer? \_\_\_\_\_ Social Worker? \_\_\_\_\_

Number of dependent children: \_\_\_\_\_ Arrangements for child care: \_\_\_\_\_

Currently living with a parent? Y N Including yourself, how many are in the household? \_\_\_\_\_

Are you or your family receiving any public assistance or food stamps? \_\_\_\_\_

Are you covered by any medical insurance or Medicaid? \_\_\_\_\_ If yes, please list the name of the company,  
policy number, and state where issued: \_\_\_\_\_

**Total family income** (last 6 months) \_\_\_\_\_ **Your personal income** (last 6 months) \_\_\_\_\_

Currently working? \_\_\_\_\_ Where? \_\_\_\_\_ Since when? \_\_\_\_\_

If not, when did you last work? \_\_\_\_\_ How much is/was your wage per hour? \_\_\_\_\_

Do you have a valid driver's license? \_\_\_\_\_

If no, check which applies:     never issued     suspended     revoked

Do you owe any fines, restitution, or community service hours? \_\_\_\_\_(YES or NO) How Much? \_\_\_\_\_