

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

Application for Career Track Job Placement /Training Services

Name: _____

State ID#: _____

Date: _____ Phone Number: _____

Email address: _____

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The purpose of this application is to assist you in matching your skills, knowledge and abilities to an appropriate career goal.

If you need help completing this application, please ask your ERS/ACA for assistance.

Bring your completed application to your next scheduled meeting to review and discuss your career choice.

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PART I – OCCUPATIONAL TARGETS

This part is to find out what skills you will need for a new occupation; and of those, how many skills you already have and which ones you will need to learn.

List your WorkKeys® scores:

Mathematics: _____ Workplace Documents: _____ Graphic Literacy: _____

List three occupations from your assessment testing which you show a high degree of compatibility.

1st Choice: _____ Hourly Wage: _____

Employer expectations & skills: _____

Required WorkKeys® scores:

Mathematics: _____ Workplace Documents: _____ Graphic Literacy: _____

Required Training/Education: _____

Your related experience: _____

2nd Choice: _____ Hourly Wage: _____

Employer expectations & skills: _____

Required WorkKeys® scores:

Mathematics: _____ Workplace Documents: _____ Graphic Literacy: _____

Required Training/Education: _____

Your related experience: _____

3rd Choice: _____ Hourly Wage: _____

Employer expectations & skills: _____

Required WorkKeys® scores:

Mathematics: _____ Workplace Documents: _____ Graphic Literacy: _____

Required Training/Education: _____

Your related experience: _____

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PART II – OCCUPATION RESEARCH

Using the information from Part I, enter the occupation title and industry sector, if applicable, for the occupation that you have chosen as your 1st choice career goal:

Occupation Title _____ Industry Sector _____

Review the labor market information for your chosen career goal and complete the following sections:

- A. Is this a demand occupation? ☐ Yes ☐ No
- B. What is the employment outlook for this occupation? _____
- C. What is the salary range for this occupation? _____
- D. Are there any pre-employment requirements? Check all that apply.
- 1. Background check? ☐ Yes ☐ No
 - 2. Drug testing? ☐ Yes ☐ No
 - 3. Physical? ☐ Yes ☐ No
 - 4. DMV Check? ☐ Yes ☐ No

Review the O*Net Occupation Report for your chosen career goal and complete the following sections:

A. List the top five tasks performed by people in this occupation:

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

B. List the top five areas of knowledge required for this occupation:

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

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C. List the top five skills required for this occupation:

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

D. List the top five abilities required for this occupation:

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

E. What are the education/training requirements for this occupation? Check all that apply

- ☐ High School Diploma/GED
- ☐ Vocational Skills Training Certificate
- ☐ Two-year College
- ☐ Four-year College
- ☐ Graduate School

F. List any additional requirements for the occupation that are important to you (e.g., working conditions, physical requirements, etc.)

G. List two occupations that are similar to your career goal:

- 1 _____
- 2 _____

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H. After learning more about the occupation, are you still interested in pursuing this career goal?

☐ Yes Reason _____

☐ No Reason _____

If No, conduct research on your 2nd career choice and complete this section again.

PART III – SKILLS GAP EVALUATION:

This part is to find out what skills you will need for your chosen occupation and of those, how many you already have and which ones you need to acquire.

Based on your research completed in Part II, describe the skills you will need to attain to become qualified for your chosen occupation. Include information from Part II, the O*Net Occupation Report, your assessment report, the Fresno County Labor Market Information (LMI) report, California Career Guides, or other similar source. Include basic and technical skills.

Skills You Have: _____

Skills You Need: _____
