



## Rural Alaska Community Environmental Job Training Program (RACEJT)

### YEAR 2016 APPLICATION INFORMATION

Yugtun Qantuukut, ikaayuryukuuvet qayaagauqina. 444-1197 or eagnus@zendergroup.org

The RACEJT program provides environmental job training to increase local rural community employment in contaminated site cleanup, waste management, and other environmental and "green industry" jobs.

Graduates earn 10 credits from the University of Alaska, Fairbanks and complete the University's Occupational Endorsement program for Rural Waste Management and Spill Response Technicians. **Applicants are required to attend both training sessions in Anchorage; Tentative Dates, March 21 - April 5, 2017 and April 18 - April 30, 2017.** Planned skills to be taught include:

Rural Alaska Community Environmental Job Training Program		
● Hazardous Waste Operations and Emergency Response (HAZWOPER)	● Fuel Tank Inspection & Maintenance	● Emergency Spill Response
● Solid and Hazardous Waste Management	● Freon Removal	● Rural Landfill Operations
● 10 Hour Construction Safety	● Confined Space Entry	● CPR/First Aid
● Water and Soil Sampling	● Forklift Operation	● Workforce Readiness
● AK-Certified Erosion and Sediment Control Lead	● Basic GPS/GIS Mapping	● National Incident Management System

### PARTICIPANT ELIGIBILITY

- 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 (less than 20 hours/week).
- Must be able to attend two - 2 week training sessions in Anchorage; tentative dates Tuesday, March 21 - Wednesday, April 5, 2017 and Tuesday, April 18 - Sunday, April 30, 2017.
- Must have a high school diploma or GED, or obtain a GED by November 22, 2016.
- 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 November 22, 2016.

- Must provide 2 completed personal reference forms. Reference forms are provided in the application packet.
- RACEJT 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 application contains the required application to apply for a copy of your social security card.
- Must consent to a criminal background check

### **ELIGIBILITY FOR PROGRAM PRIORITY ACCEPTANCE**

The purpose of this training program is to place you in a job following completion of the coursework. To obtain priority for program acceptance, you need to identify a specific job opportunity 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, and plan to hire you following the completion of the training program.
- While it gives priority for acceptance, having a job lined up is not a requirement of the program. We will assist you with job placement if needed.
- Do you work 20 hours or less per week currently? **You will receive priority if your employer can guarantee an increase in your wages or in the number of hours you work upon completion of the training.** Your employer must attend your phone interview (described below) or furnish a letter that confirms their plan for an hour or wage increase.

### **APPLICATION PROCESS: SUBMITTAL DEADLINE IS TUESDAY, NOVEMBER 22, 2016**

**Step 1:** Attend an optional RACEJT informational teleconference on November 17<sup>th</sup> from 2 - 3pm or November 18<sup>th</sup>, 10 - 11am for questions and answers.

**Teleconference line:** 1-800-309-2350

**Passcode:** 52626. These phone sessions are very helpful and serve to answer any questions or concerns. You may also contact us with questions at any time. Call April at 717-4754 or [areed@zendergroup.org](mailto:areed@zendergroup.org)

**Step 2:** Complete and submit the application form by the application deadline of **Tuesday, November 22nd, 2016:**

- Email to: RACEJT Program Manager: April Reed-McCoy, [areed@zendergroup.org](mailto:areed@zendergroup.org)
- **OR** Fax to: 1-877-335-6780 / Attention RACEJT

- **OR Mail to:** Zender Environmental Health and Research Group  
Attn: RACEJT  
400 D St. Ste. 200  
Anchorage, AK 99501

If you include an email address in your application, you will receive a confirmation email stating that we received your application. Note: If you choose to mail your application, **postmarks past November 22<sup>nd</sup>, 2016 will not be accepted.**

**Step 3:** Make sure the 2 people filling out your personal reference forms also submit the forms **by the application deadline of November 22<sup>nd</sup>, 2016.** They should submit the forms directly to us through email, fax, or mail. The instructions are on the reference forms.

**Step 4:** Call-in for a short telephone interview that we will schedule with you in October or November.

**Step 5:** You'll be notified if you are tentatively accepted to RACEJT by or before **January 25, 2017.** We will work with you to complete the final program requirements.

**Step 6: If Accepted: Join us for a REQUIRED Teleconference.** You must choose one of two times: January 27<sup>th</sup> from 10 - 11 am, **OR** January 31<sup>st</sup>, from 2 - 3pm. If you fail to attend either of these meetings and do not schedule an alternate time, you will be disqualified from attending the training.

### **TRAVEL FUNDING**

The courses and materials are provided free of charge. The State of Alaska Department of Labor provides funding for airfare, lodging, and a small meal stipend for qualified individuals. We refer to this funding as "STEP funds". To ensure that you are eligible to receive this funding please read Section 11 of the Application carefully. This Section will help you identify if you qualify for STEP funds. **If you do not qualify for STEP, you will need to pay travel costs out-of-pocket or apply for travel funding from one of several programs and organizations that support job training.** If you are accepted into RACEJT and do not qualify for STEP, we will work with you to search for other funds.

### **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 make sure that the program is a good fit for you at this time.

If you have a potential employer, please arrange for them to attend (by phone or in-person). 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 November 22<sup>nd</sup>, 2016.** 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 January 25<sup>th</sup>, 2017, we need to

contact you right away to schedule your phone interview. **It is critical to provide a working contact number** or message phone that we can use to reach you.

### **MORE INFORMATION**

We highly recommend attending one of the two informational teleconferences listed above. RACEJT is an excellent training opportunity that is demanding of your time and requires a personal commitment to, and focus on, learning new skills. Attendance at the teleconferences will help you know what to expect during the application process as well as 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 resources at [www.zendergroup.org/racejt.html](http://www.zendergroup.org/racejt.html) or contact April McCoy at the phone number and/or email below:

April Reed-McCoy, Program Manager  
Ph: 717-4754  
Email: [areed@zendergroup.org](mailto:areed@zendergroup.org)

Yugtun Qantuukut, ikaayuryukuuvet qayaagauqina. 444-1197 or [eagnus@zendergroup.org](mailto:eagnus@zendergroup.org)

**\*\*\*\* Application Deadline is Tuesday, November 22<sup>nd</sup>, 2016. \*\*\*\***  
**The application and references must be submitted by then.**  
**If they are late, you will not be eligible for the program.**



## APPLICATION FOR THE YEAR 2017

# RURAL ALASKA COMMUNITY ENVIRONMENTAL JOB TRAINING PROGRAM

*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 call	E-mail address (if any)	Preferred method of contact	

### SECTION 2: OPTIONAL INFORMATION

*RACEJT 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 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: AVAILABILITY TO PARTICIPATE

*You must be available to attend both sessions of the training program.*

Are you available for training in Anchorage March 21 – April 5, 2017 and April 18 – April 30, 2017?  
 Yes  No



**SECTION 4: EDUCATIONAL BACKGROUND**

To be accepted to the 2017 program, you must have a high school diploma or GED by November 22, 2016

Did you graduate High School? \_\_\_Yes \_\_\_No If no, list the highest grade completed: \_\_\_\_\_

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 5: CONVICTION RECORD**

Persons with criminal records are eligible for this training. However, your future employer must be made aware of previous criminal convictions. We will be conducting background checks through the Alaska Dept of Public Safety. You must first disclose here any prior convictions of violent crimes, and provide an explanation. Please note we will not accept anyone who we determine to be a safety threat to other participants.

Have you been convicted of a violent crime (violent crimes include molestation or sexual crime)?  
\_\_\_\_\_ Yes \_\_\_No

If yes, please explain and give the date(s) of conviction.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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

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 \_\_\_\_\_ Reason for leaving: \_\_\_\_\_  
(Date started) (Date ended)



2. Previous employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Job Title or description: \_\_\_\_\_

Wages per hour: \_\_\_\_\_ Hours worked per week: \_\_\_\_\_

Employed from: \_\_\_\_\_ to \_\_\_\_\_ Reason for leaving: \_\_\_\_\_  
(Date started) (Date ended)

3. Previous employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Job Title or description: \_\_\_\_\_

Wages per hour: \_\_\_\_\_ Hours worked per week: \_\_\_\_\_

Employed from: \_\_\_\_\_ to \_\_\_\_\_ Reason for leaving: \_\_\_\_\_  
\_\_\_\_\_ (Date started) (Date ended)

**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, we ask that your future employer participate in the screening interview or provide a letter stating their commitment to hire you. The letter must be received by November 22, 2016*

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 January 15th, 2017.
- None of the above, but I have reason to believe I might still be program-eligible because (fill-in): \_\_\_\_\_

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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: TRANSPORTATION, LODGING, AND MEALS**

*Through Alaska Department of Labor grant funds, we anticipate covering program transportation, lodging, & meal stipends for participants that can answer "yes" to #1 and #2 below. If you are unsure about an answer, please call us and we will be happy to work with you to determine your eligibility. If accepted, you will need to provide proof of eligibility.*

#1. Check "Yes" or "No" below the following statement.

I have contributed to Unemployment Insurance (UI) benefits in Alaska or another state with similar provisions at least once in the last five years. *Note, if you received a printed check for at least 1 day of employment, it is likely you did contribute to Unemployment Insurance. You do not need to have collected UI.*

Yes \_\_\_ No \_\_\_

#2. If you checked "yes" to #1, and are accepted to the program, can you provide documentation such as a past W-2, pay stub, UI statement, or other official document that demonstrates contribution to UI? We can help you in locating an acceptable document.

Yes \_\_\_ No \_\_\_

#3. This question will help identify additional funding sources if needed. If you are Alaska Native, what is your Regional Nonprofit Association?

\_\_\_\_\_

**SECTION 12: CERTIFICATION**

*Please fill in your name and read carefully 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 four weeks in the training program (two 2-week sessions).

**I understand that there is zero tolerance for non-prescription drug and alcohol use at any time during my stay in Anchorage as a RACEJT participant.**

I understand that appearing intoxicated, causing disruption of instruction, or negatively impacting others' well-being, will result in removal from the training. I understand that failure to complete this training program may result in the reimbursement of the cost on my part to the entities that have provided for me. Failure to comply with any of these terms will result in termination from the program.

Signature

Date

**Thank you! We appreciate your application to our program.**

*RACEJT 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 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 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?

**\*\*\* IMPORTANT: This form is DUE by TUESDAY, November 22, 2016.\*\*\***

Please submit by: FAX 1-877-335-6780, **or** e-mail to [areed@zendergroup.org](mailto:areed@zendergroup.org), **or** mail to Zender RACEJT Program - 400 D St. Ste. 200 - Anchorage, AK 99501.

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

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**ATTENTION: DO NOT give back to the applicant!**



## Rural Alaska Community Environmental Job Training Program (RACEJT)

### Personal Reference #2

*RACEJT 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
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7. RACEJT 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?

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Please submit by: FAX 1-877-335-6780, **or** e-mail to [areed@zendergroup.org](mailto:areed@zendergroup.org), **or** mail to Zender RACEJT Program - 400 D St. Ste. 200 - Anchorage, AK 99501.

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

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