



Rural Alaska Community Environmental Job Training Program (RACEJT)

YEAR 2024 APPLICATION INFORMATION

APPLICATION SUBMITTAL DEADLINE IS THURSDAY, November 30, 2023

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. It is our goal to have a trained, environmental technician in every rural Alaska community.

Graduates earn up to 10 credits from the University of Alaska, Fairbanks and complete the University's Occupational Endorsement program for Rural Waste Management and Spill Response Technicians. **Accepted participants must commit to attending the full training which includes two, in-person training sessions in Anchorage as well as virtual/zoom classes in between**, a short break will be provided; **Tentative Dates; March 18-29 and April 12-23, 2024**. Planned skills to be taught include, but not limited to:

Rural Alaska Community Environmental Job Training Program		
● Hazardous Waste* Operations and Emergency Response (HAZWOPER 40hr)	● Disaster Site Worker	● 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*
● Mold Inspection	● Lead and Asbestos Awareness	● National Incident Management System*

PARTICIPANT ELIGIBILITY

- Applications must be received no later than midnight on **Thursday, November 30th, 2023**, to be considered for RACEJT 2023 training.
- 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 full training, including both in person sessions, in Anchorage AND virtual/computer classes

Session 1 and 2, held in Anchorage: (1) March 18th - 29 and, and (2) April 12th - 23rd. Virtual classes will take about five days and will require a computer and wifi. There will be a short break for subsistence.

- Must have a high school diploma or GED or obtain a GED by November 30th, 2023
- 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 December, 19th, 2024.
- Must provide 2 completed personal reference forms. Reference forms are provided along with this application packet and are due November 30th, 2023.
- 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 as soon as possible as the process can take a couple of months. The RACEJT application contains the required application to apply for a copy of your social security card, upon request, for your convenience.
- Must consent to a criminal background check
- 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.

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 total, 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 December 19th, 2024 that confirms their plan for an hour or wage increase.

APPLICATION PROCESS:

Step 1: Attend one of these optional RACEJT teleconference calls from 10-10:30 am, 1) October 11th, 2) November 1st and 3) November 22nd for Q&A sessions to learn more about RACEJT.

Teleconference line: 1-800-309-2350 **Passcode:** 52626.

These phone sessions are very helpful and serve to answer any questions or concerns.

Step 2: Complete and submit the online application form at <https://zendergroup.org/what-we-do/racejt-job-training/>, by the application deadline of **Thursday, November 30th 2023:**

OR contact April McCoy for a hard copy application:

- Email to: RACEJT Program Manager: April McCoy, amccoy@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 after November 30th, will not be accepted.**

Step 3: Make sure the two people filling out your personal reference forms also submit the **online forms by the application deadline of November 30th, 2023.** The online instructions and forms can be found on the same webpage as the RACEJT application and can be completed and submitted there. If sending hard copy forms, all must be submitted directly to us through email, fax, or mail (post marked no later than November 30, 2023).

Step 4: Call-in for a short, 20 minutes, **required** telephone interview that we will schedule with you in October, November and December 2023.

Step 5: You'll be notified if you are tentatively accepted to RACEJT on or before **January 1, 2024.** We will work with you to complete the final program requirements.

If Accepted:

*You will receive an acceptance packet that will need to be completed and returned no later than **January 12th, 2024***

Step 6: Join us for 3 **Required** Teleconference calls, an overview of what to expect. **Please note:** If you fail to attend any of these meetings and do not schedule an alternate time, you could be disqualified from attending the training. If you have a conflict with both times and/or day, please contact April right away to reschedule a different time. The **first call** is: January 9th from 10 - 11 am. This call will review acceptance packet materials and answer any questions you have about RACEJT.

Step 7: The second required call, regarding logistics, travel and virtual training, is February 2nd, either 10 - 11 am

Step 8: The third required call is about Making the most of the RACEJT Program March 15th, 10 - 10:30 am.

You MUST be on this call and all other mandatory calls to confirm your seat in the training program.

Missing any of the required calls without contacting program manager and rescheduling, you may be disqualified from moving forward in the selection process

It is the intention of RACEJT to secure the travel funding necessary for all students to attend the program. If accepted into RACEJT you will be asked to complete a scholarship application to your regional Corporation, Regional Coastal Program, or other Community Development Programs offering training assistance. This is to help cover your costs of the program and allows us to provide full scholarships for those unable to obtain outside assistance.

PHONE INTERVIEW

You will be contacted within 5 business days of application receipt and if you qualify, we will 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 and you for the program, this year..

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 December 19th, 2023.** Without employer attendance or a commitment letter, you will receive a lower-ranked score during the selection process. If you have questions concerning this policy, please contact us.

To screen everyone and complete the selection process by January 1st, 2024 we need to contact you right away to schedule your phone interview. **It is critical to provide a working contact number** or message phone and/or working email address that we can use to reach you. We must be able to read your contact information easily.

MORE INFORMATION

We highly recommend attending one of the three informational teleconference calls if you have questions. 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, Graduate Success Stories, Frequently Asked Questions, and other RACEJT resources at <https://zendergroup.org/what-we-do/racejt-job-training/> or contact April McCoy at the phone number and/or email below:

April McCoy, Program Manager
Ph: 907-717-4754
Email: amccoy@zendergroup.org

******Application Deadline is Thursday, November 30th, 2023 ******
The application and references must be submitted by the deadline.
If they are late, you will not be eligible for the program.

Thank you for your interest in this program.



APPLICATION FOR THE YEAR 2024

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 contact	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 in-person sessions and computer classes at home to be accepted into the training program. A short break will be provided.

Are you available for training in Anchorage and at home, March 18 – April 23, 2024

☐ Yes ☐ No



SECTION 4: EDUCATIONAL BACKGROUND

To be accepted to the 2024 program, you must have a high school diploma or GED by November 30, 2023

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 (working no more than 20 hrs/week total)? ____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, 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 November 30, 2023

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, 2024.
- ☐ 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: 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 both in person and virtual training program (full training is seven weeks long).

I understand that this program requires all participants to follow Zender policies and CDC guidelines, regarding the covid-19 pandemic, while in Anchorage.

I understand that there is zero tolerance for non-prescription drugs and alcohol use at any time during my stay in Anchorage as a RACEJT participant, this includes travel to and from the program. I understand this program requires that I will agree to random breathalyzer tests.

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 this program may choose to perform random breathalyzer testing at any time and may choose to test those that are late to or missing class or exhibit signs of being intoxicated. 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 the RACEJT 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 **THURSDAY, November 30, 2023**.***

Please submit by: FAX 1-877-335-6780, **or** e-mail to
amccoy@zendergroup.org,

or mail to Zender RACEJT Program - 400 D St. Ste. 200 - Anchorage, AK 99501.

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

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)

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