

PDTC PROGRAM APPLICATION

Filling out this application, does not constitute an automatic acceptance for PDTC programs
(You must be at least 18 years of age)

Full Name: _____

Address: _____

City: _____ State _____ Zip _____

Home Phone: _____ Cell Phone/Alternate Phone: _____

Emergency Contact Name: _____ Phone: _____

Social Security# _____

Are you a citizen of the United States? _____ Yes _____ No

If you have answered no, are you legally allowed to work in the United States? _____ yes _____ no
(Please provide a work visa)

How were you referred to us? _____

Have you ever been convicted of a crime? _____ yes or no _____

If yes please (give dates and details) explain:

Please write a paragraph as to why you would like to attend the Business Administration Training Program:

EMPLOYMENT

Previous Employment (begin with most recent position)

(1) Dates of employment: from ___/___/___ to ___/___/___

Position (s) held: _____

Company name: _____

(2) Dates of Employment: from ___/___/___ to ___/___/___

Position (s) held: _____

Company name: _____

EDUCATION LEVEL

High School 1 2 3 4 Diploma / GED (circle one)

College 1 2 3 4 Degree _____

Training School: Name: _____

Did you receive a certificate? Yes or no If yes, what kind? _____

Have you ever worked in an office environment? Yes or no

Our class hours are from 8:00am to 12:00pm

The Business Administration Program is a commitment of six weeks, four hours a day, Monday through Friday. The Sales & Marketing 101 and Basic Supervisory classes are one week each, four hours a day from 12:30 to 4:30pm second & fourth week of class.

Attendance is extremely important to the success of our program. If attendance becomes a problem the student will be asked to leave the program.

I have read and filled out this application to the best of me knowledge:

Sign _____ Date: _____

We encourage you to call and speak to a representative with any questions 269-492-1460