



PDTC Program Application

(You must be at least 18 years of age.)

What programs are you applying for?

Certificate Programs: (please check programs you are interested in)

- _____ Business Administration Program (160 hours, \$2050.00)
- _____ Office and Business Fundamentals (120 hours, \$1350.00)
- _____ Sales and Marketing 101 (20 hours, \$350.00)
- _____ Basic Supervisory (20 hours, \$350.00)

Training Solutions: (please circle all programs you are interested in)

- | | |
|-------------------------------------|-------------------------------------|
| Microsoft Word 2003 | Microsoft Word 2007 |
| Microsoft Excel 2003 | Microsoft Excel 2007 |
| Microsoft Publisher 2003 | Microsoft Publisher 2007 |
| Microsoft PowerPoint 2003 | Microsoft PowerPoint 2007 |
| Microsoft Outlook and/or Email 2003 | Microsoft Outlook and/or Email 2007 |

Full Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell/Alternate Phone: _____

Emergency Contact Name: _____ Phone: _____

Email Address: _____ Date of Birth: _____

Social Security #: _____ And/or Matricular Card: _____

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

If you answer no, are you legally allowed to work in the US? _____ Yes or _____ No

(Please provide work visa)

How were you referred to us?

- _____ Michigan Works
- _____ Michigan Rehabilitation
- _____ Other (please explain)

Have you ever been convicted of a crime?

- _____ Yes _____ No

If yes, please explain (include dates and details):

Please check if you are interested in any of the following programs:

- _____ Student Loans
- _____ Grants
- _____ Scholarships
- _____ Michigan Works Programs
- _____ No Worker Left Behind
- _____ Michigan Rehabilitation Services

Please write a paragraph as to why you would like to attend the Administrative 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: _____

_____ May we contact your previous employers for a reference? **(please initial)**

Education Level (Please circle one)

High School: 9 10 11 12 (Grades) Diploma GED

College: 1 2 3 4 5 6 7 8 9 (Years) Degree _____

Training School: 1 2 3 4 (Years) Name: _____

Did you graduate? __Yes __No Certificate or Degree Name: _____

Dates of college or training programs: _____

Computer Knowledge

(Rate your computer knowledge, circle best response)

Basic Computer: None Minimal Low Medium High

Microsoft Word: None Minimal Low Basic Programs High

Microsoft Excel: None Minimal Low Basic Programs High

Microsoft Publisher: None Minimal Low Basic Programs High

Microsoft PowerPoint: None Minimal Low Basic Programs High

Email/MS Outlook/Internet: None Basic Email Basic Web Search Medium High

Other Notes and Programs :

PLEASE INITIAL:

_____ I authorize PDTC to use my photograph for publication. This may include, but does not limit, brochures, posters, flyers, web sites, and other promotional material.

_____ The PDTC program is a commitment. Regular attendance is extremely important to your success and possible job placement after the completion of the PDTC program. If attendance becomes a problem, students may be asked to leave the program.

_____ Filling out this application does not constitute an automatic acceptance for PDTC programs.

_____ I have read and filled out this application truthfully and to the best of my knowledge.

Signature: _____ **Date:** _____

We encourage you to call and speak to a representative with any questions. Please call 269-492-1460 or email Diane@PDTC.biz or Gail@PDTC.biz. Thanks!