

# Lake Michigan College Welding Action Lab Application

## Purpose

The purpose of this application packet is to outline the skill set of the Welding Action Lab candidate. This application enables the selection committee to properly assess each candidate's skills, abilities and background. A parent, candidate, counselor, school staff, or employer may be contacted by the Selection Committee to gather additional information. The final goal is to select candidates who will be successful in the program and reach the outcome of competitive employment.

## Selection Process Guidelines

- Up to 10 spots are available per session, based on the completed application and interview.
- Submit the completed application by Friday, March 22, 2019 by 3 p.m. to your school counselor.
- The Selection Committee will only accept fully completed applications. Any incomplete application will be disregarded and the candidate will not be accepted.
- The Selection Committee will conduct a 10-15-minute interview with each candidate.
- All candidates will be notified by phone and/or a letter no later than April 30, 2019 informing them of their acceptance or non-acceptance.
- **Please note:** The Selection Committee will include the program's welding instructors from Lake Michigan College, the Chair of Industrial Technologies and a representative from Berrien RESA.

## Criteria for Selection

- Students who will have completed their final year of high school in 2019.
- Students should have some prior welding experience (formal or informal) and an interest in welding.
- **Students must be able to provide his or her own transportation to and from the Hanson Technology Center on the Lake Michigan College campus in Napier Ave. in Benton Harbor.**
- Students who desire to work competitively in the welding industry at the end of the action lab.

## Required Documents

All of the documents listed below must be completed and submitted together for consideration.

1. Completed Application Packet
2. Current Resume
3. Attendance Record
4. Lake Michigan College Photo Release Form

## Dates & Deadlines

**March 7 (Thursday)** – Open House, 6-7:30 p.m., Hanson Technology Bldg., LMC

**March 22 (Friday)** - Applications due by 3 p.m. (email or deliver to Debbie Gillespie, LMC)

**April, 5, 12, 26 (Fridays)** - Student interviews 3:30-5:30 p.m., Hanson Technology Bldg., LMC

**April 30 (Tuesday)** - Letters out to students/families and schools

**Mid May** – Informational letters sent to accepted students and families

**June 4,5,6,7,11,12 (Session 1)** – Action Lab 7 a.m.- 3 p.m. (with a 30-minute lunch), Hanson Tech. Bldg

**June 13,14,18,19,20,21 (Session 2)** – Action Lab 7 a.m.- 3 p.m. (with a 30-minute lunch), Hanson Tech.

# Welding Action Lab Application 2019

## Personal Information

Full Name:

Street Address:

City/State:

ZIP:

Home Phone:

Cell Phone:

Personal Email:

(Not your school email)

School:

School District:

Date of Birth:

Gender (optional):

Is student their own legal guardian?

Yes  No

Parent/Guardian Name:

Street Address:

City/State:

ZIP:

Home Phone:

Cell Phone:

Email:

## Preferred Interview Date:

- April 5
- April 12
- April 26

## Preferred Action Lab Session:

- June 4,5,6,7,11,12 (Session 1)
- June 13,14,18,19,20,21 (Session 2)
- Either will work

## Short Answer Questions

1. What experience do you have with welding? (CTE class, experience with relative or friend, etc.)
  - a.
2. What are your job/career goals?
  - a.
3. How would this experience help you achieve your job/career goals?
  - a.

## **Name**

Address

City, State, Zip

Phone Number, Email Address

## ***Objective:***

Why are you applying for this job or this program? What do you hope it does for you in the future?

## ***Education:***

School Name, City, State

Degree, expected or date of graduation

Major or focus area of the classes you took

Other information that may be relevant, GPA, Classes that pertain to job/program, etc...

(Only use examples that are positive)

## ***Experience:***

Date of employment – Started – Ended

Job Title – Company Name – Location

Job Duties / Responsibilities while working

Date of employment – Started – Ended

Job Title – Company Name – Location

Job Duties / Responsibilities while working

Date of employment – Started – Ended

Job Title – Company Name – Location

Job Duties / Responsibilities while working

## ***Awards/Accomplishments:***

Don't be shy, list out anything that may be relevant.

*Complete your resume on the following page!*

***Objective:***

***Education:***

***Experience:***

***Awards/Accomplishments:***



# LAKE MICHIGAN<sup>®</sup>

## C O L L E G E

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### Image and Comment Release Form

I hereby grant permission to Lake Michigan College to use my likeness and/or voice in photograph(s), video or audio recordings in any of its publications, on any of its online sites, online sites utilized by the College including social media, and in any or all other media without further consideration. I also acknowledge that Lake Michigan College may choose not to use my photo or video likeness, comments, or audio recordings at this time, but may do so at its own discretion at a later date.

I also grant permission to Lake Michigan College to interview me and use my comments in any of its publications, on one of its online sites, and in any or all other media without further consideration.

I will make no monetary or other claim against Lake Michigan College for the use of the interview, photos, video or audio. All negatives, positives, and digital files, together with the prints shall remain Lake Michigan College's property, solely and completely.

Signature:

Date:

\_\_\_\_\_

Name: (printed)

\_\_\_\_\_

Address:

\_\_\_\_\_

City, State,  
Zip

\_\_\_\_\_

I am over 18 years of age

Yes

NO

Signature of Parent/ Guardian

(if student is under the age of 18)

\_\_\_\_\_

**Print Page**

- Once you have ALL of the information on the above pages complete, print the entire document. Fill out this page and sign where required.
- Turn in the completed application to your school counselor.

**Parent/Student Agreement**

(If student is over 18) LMC Welding staff has my permission to speak with my parent/guardian.  Yes  No

By signing below, you are giving authorization for your local high school staff and Berrien RESA staff members to release information contained within your student records pertinent to the Welding Action Lab program to Lake Michigan College staff members.

**Student**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent/Guardian**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Welding Action Lab Student Contract**

The applicant will be asked to sign this prior to acceptance into the action lab. Read the student contract below and sign and date.

I, \_\_\_\_\_, understand that if I am accepted into the action lab I must abide by the following terms and conditions:

- I will attend the action lab every day from 7:00 am- 3:00 pm
- I will dress appropriately and wear required attire: work boots [does not need to be steel toe], jeans [with no holes or frays], and a cotton shirt.
- I will call my instructor and departmental supervisors if I am absent or tardy.
- **I understand that I am responsible for transportation to the host site as well as provide my own lunch.**
- I will follow all the rules established by the action lab and host site (Lake Michigan College).
- I will be an active participant and communicate any issues.
- I will actively pursue employment.

I have read the above terms and conditions and agree to them upon my selection into the action lab. I understand that I may be asked to leave the action lab if I fail to follow the terms and conditions.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Lake Michigan College (the College) is an equal opportunity institution, affording enrollment, employment and services without distinction on the basis of age, color, height, weight, creed, disability, marital status, sexual orientation, national origin, political affiliation, race, religion, or gender identity or expression. Minorities and disabled persons are encouraged to attend the College. Any questions regarding your rights under Title VI and Title IX should be directed to the Executive Director, Human Resources, (269) 927-8102, Room A-305.

Any questions regarding your rights under Section 504 should be directed to the Student Outreach and Support Services Office, A-218, Napier Avenue Campus, (269) 927-8866.