



MANUFACTURE**READY**

2019 PROGRAM APPLICATION



Athens Technical College | Economic Development Services
800 US Highway 29 North | Building N | Athens, Georgia 30601
www.athenstech.edu | kwalker@athenstech.edu | (706) 583-2829

ARE YOU READY for a Job in Manufacturing?

ManufactuREADY is an intensive, six-week training program that prepares unemployed individuals for success in the rewarding field of manufacturing.

THE CURRICULUM IS RIGOROUS.

ManufactuREADY is not for everyone. You are expected to attend Monday through Friday for six consecutive weeks. The program and its instructors requires very strict attendance.

THERE IS NO COST FOR ELIGIBLE PARTICIPANTS.

The ManufactuREADY program is conducted by the Economic Development Division at Athens Technical College, the program is funded through the Workforce Innovation and Opportunity Act (WIOA) and the Northeast Georgia Regional Commission (NEGRC). ManufactuREADY is geared towards unemployed individuals who have little or no manufacturing experience, but who wish to reenter the workforce with new and in-demand skills. The program fee and all required materials are covered for those who meet eligibility requirements.

YOU WILL EARN SIX CRUCIAL CERTIFICATIONS, SAVING YOUR FUTURE EMPLOYER TIME AND MONEY.

- OSHA-10
- Basic Forklift Operator
- CPR, First Aid & AED
- Lean Six Sigma White Belt
- ACT WorkKeys | National Career Readiness Certification
- GeorgiaBEST | Soft Skills

HARD SKILLS OBTAINED

- 3D Printing | Additive Manufacturing
- ACT WorkKeys Assessment
- Blueprint Reading
- Cranes & Rigging
- Electrical Circuits & Diagrams
- Electricity Basics
- Measuring Instruments
- Logistics
- Polymer Extrusion Basics
- Lean Learning Lab (SWE)
- Torque Wrench
- 5-S

SOFT SKILLS OBTAINED

- Developing as a Professional
- Diversity in the Workplace
- Finding & Defining Your Purpose
- Handling Difficult Situations & People
- Importance of Community
- Interpersonal Communication
- Interviewing for Success
- Personal Finance
- Personal & Professional Ethics
- Positive Attitude in the Workplace
- Resume Writing
- Staying Motivated on the Job
- Working Together as a Team
- Work-Life Balance

If you would like to gain skills to be successful in entering the manufacturing workforce in our area, please fill out the attached application, and submit it to:

ManufactuREADY Training Program
Athens Technical College | Economic Development Services
kwalker@athenstech.edu | (706) 583-2829
800 Highway 29 North, Building N
Athens, Georgia 30601

Application & Program Information

Program Requirements:

- Must be currently unemployed or underemployed.
- Must be 18 years old or older.
- 100% attendance is required to complete this six-week program. You must be on time every day. Being at work and on time is part of your job training. Attendance records are part of the course records and provided to prospective employers.
- Must possess a high school diploma or GED.
- Must be willing and able to work full time in a manufacturing environment upon completion of this program. This includes the ability to stand or sit for long periods of time, and work holidays, weekends, and /or night shifts. Reliable transportation to/from class and work is required.
- Must be willing to provide contact information during the program and for three months following the close of the program. This is for job placement and follow-up required for funding.
- Athens Technical College is a smoke free and drug free campus. Manufacturers require drug screenings and physicals as part of their hiring process.

Program Provider: The program is provided by Athens Technical College.

Program Locations & 2018 Start Dates:

| Campus | Winter Class | Spring Class | Summer Class | Fall Class |
|---------------|--------------|--------------|--------------|--------------|
| Athens | January 14 | April 1 | June 17 | September 9 |
| Greene County | February 4 | April 22 | July 08 | September 30 |
| Walton County | February 25 | May 13 | July 29 | October 21 |

Program Schedule: A complete schedule with locations will be provided upon acceptance into the program.

Program Days & Times: Monday-Friday, 8:30am-4:30pm for six consecutive weeks. Schedule includes a **30 minute lunch break**. Lunch is not provided. Schedules are subject to change and students will be notified of any changes to the schedule, though an announcement may not be made until the morning of class.

Educational Requirements:

TABE Results Required. Test of Adult Basic Education (TABE) is available at no cost.

Attendance & Dress: Attendance at all class sections is required (100% attendance) and you must be on time every day. The purpose of this program is to assist participants in obtaining full-time employment, and participants will be expected to dress appropriately for a manufacturing environment.

Deadline for Submission of Application:

Classes form on a rolling basis at our Athens, Greene Country, and Walton County campuses. Please submit this application as soon as possible.

Submit Completed Application to:

Email:

kwalker@athenstech.edu

Mail or Hand-Deliver to:

Athens Technical College
Economic Development Services
ManufactuREADY Program
800 US Highway 29 North | Building N
Athens, GA 30601-1500

Questions? Please Call: (706) 583-2829

Please keep this program information for your reference.

By submitting this application you are agreeing to abide by these requirements.

Athens Technical College is a unit of the Technical College System of Georgia (TCSG) and is an equal opportunity institution.

DISCLAIMERS

STATEMENT OF EQUAL OPPORTUNITY

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college administered programs, programs financed by the federal government including any Workforce Investment Act of 1998 (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

TITLE VI, TITLE VII, TITLE IX, SECTION 504 & ADA DISCLAIMERS

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity. The following persons have been designated to handle inquiries regarding the nondiscrimination policies:

Title VI, Title VII, and Title IX (Employees) – Becky Burton, Director of Human Resources, (706) 583-2818, bburton@athenstech.edu, Room K-514A, Athens Campus, 800 U.S. Highway 29 North, Athens, GA 30601

Title IX (Students) – Jennifer Benson, Vice President for Student Affairs, (706) 355-5124, jbenson@athenstech.edu, Room H-774, Athens Campus, 800 U.S. Highway 29, North, Athens, GA 30601

Section 504 and the Americans with Disabilities Act (ADA) – Keli Fewox, Director of Student Support Services and Career Development, (706) 355-5081, kfewox@athenstech.edu, Room K-614A, Athens Campus, 800 U.S. Highway 29 North, Athens, GA 30601

Individuals also may obtain instructions and procedures for informal and formal complaints applicable to any of the above laws from the officials designated above. Laws prohibit retaliation against any complainant. Call 1-800-421-3481 to obtain additional information.

ECONOMIC DEVELOPMENT SERVICES AT ATHENS TECHNICAL COLLEGE

For additional information regarding continuing education, industry training, driver's education, corporate customer relations, or other economic development services, please contact:

Athens Technical College
Economic Development Services
800 US Highway 29 N, Building N
Athens, GA 30601
(706) 583-2829
kwalker@athenstech.edu

Please retain this portion of the application for your records.

Revised 1/04/19 aps

ManufactuREADY Application

Please complete all required areas of this form. Contact us if you have questions regarding any of the required information.

Full Legal Name: _____
First Middle Last

Mailing Address: _____
Street Number Apt./Suite #
_____ City State Zip Code County

Preferred Phone(s): _____

Email Address: _____

Date of Birth: ____ / ____ / ____ **Last Four Digits of SSN:** _____

What Year Did You Graduate High School or Obtain Your GED? _____

Name of High School: _____

Or GED Testing State & Year (if applicable): _____

ATC Campus: Athens Greene County Walton County

Start Date: Winter Spring Summer Fall

Have You Ever Received a Degree From A College or University? _____

If So, What Degree Did You Receive & When? _____

By signing this application, I certify my application information is true and correct to the best of my knowledge. I also certify that I have no felony convictions, can pass an employment background check, and qualify for this program according to the qualifications listed. I give permission to Athens Technical College to forward my course completion and attendance records to potential employers. I understand falsification or omission of information may result in denial or rescinding of admission to Athens Technical College's ManufactuREADY program. Completion of this application does not guarantee acceptance or employment.

Applicant's Signature: _____ **Date:** ____ / ____ / ____

Required Materials Checklist: Completed Application _____ TABE Results/Scores _____

Application Reviewed: Date: ____ / ____ / ____ Reviewed by: _____

Participant Interview: Date Held: ____ / ____ / ____ Decision: _____

Comments:

For Office Use Only