Personal And Career Exploration Training
INFORMATION

This **9-session** Personal And Career Exploration (PACE) Training is designed to help Cambridge students **age 16+** learn skills to succeed in the professional work-place while learning more about a career they're interested in.

Please fill out an application and return it to a staff person at the Youth Employment Center in CRLS Room 2101 DURING LUNCH or to 51 Inman Street 1st floor (office on right) by Monday, 10/28.

These trainings will be on each Tuesday from 10/29-12/17

Location: RSTA Computer Classroom Room 1224

Time: 3:00-5:00 p.m.

MESSAGE TO PARTICIPANTS

If accepted into the PACE training, you will:

- Explore a few different careers based on your interests and talents.
- Receive training on identifying your skills, marketing yourself (interviewing and resume skills), effective communication, and workplace expectations and etiquette.
- Get the opportunity to meet local employers in a job shadow and mock interview session
- Participate in a personalized transitional planning (next steps) meeting with the program director.

Upon completing the training, you will receive:

- A stipend at $9 per hour, for up to 17 hours.

In return, you are expected to:

- Show up on time for each of the 7 workshops, one job shadow, and a transitional planning meeting with the program director.

For more information, call Ken Bowers at 617-349-6272 or email at kbowers@cambridgema.gov

Personal And Career Exploration Training
APPLICATION

For more information, call Ken Bowers at 617-349-6272

Name: _____

Grade: _____ **Age:** _____ **Date of Birth:** _____

School: _____

Guidance Counselor: _____

Address: _____, _____, _____
Street City, State Zip

Home phone #: _____ **Cell phone #:** _____

E-mail address: _____

- **Are you available for all Tuesdays between 10/29-12/17?** _____
- **Please list any jobs programs you're currently participating in (TeenWork, Work Force)** _____
- **Are you in ESL? If so, circle which level:** Beginning Intermediate Advanced
- **Do you currently have a job?** If yes, where and what are your hours: _____
- **What sports or activities do you participate in?** _____
- **Are you authorized to work in the US (have social security card)? Y/N**_____

I hereby certify that the information on this application is correct to the best of my knowledge.

_____

Student signature **Date**

I hereby certify that the above applicant has my permission to participate in all activities associated with this Personal and Career Exploration Training. I understand that as part of this training, the applicant will go on a supervised class field trip to a local company. I also give permission for the applicant's photo to be used in city publications.

_____

Parent's or Guardian's signature (If applicant is under 18 years old) **Date**

Please answer the following four questions:

1) What kind of career or job are you interested in exploring in this program?

_____

_____

_____

_____

_____

2) Describe some of your skills, hobbies, interests, and personal qualities.

_____

_____

_____

_____

_____

3) Please list any previous work experience below (include work study, MSYEP, internships, etc.)

_____

_____

_____

_____

_____

_____

4) What do you hope to get out of your experience in PACE?

_____

_____

_____

_____

_____

_____

_____

_____

_____

Questions? Call Ken Bowers at 617-349-6272 or email: kbowers@cambridgema.gov

Space is limited, so please submit your application early.

After submitting your application, you may be contacted for an interview for the program.