



Steps for Automotive Technology Application

NOTE: this program is operated as a real-world automotive shop. Students will be clocking in/out and keeping detailed daily journals. The student will be responsible for working in a live shop with customer vehicles. Students will create work orders, diagnose vehicles, create quotes, contact customers and repair vehicle at customer request.

Completion of Application & Resume, including the following

- a. Completed Application
- b. Resume including 2 references
- c. Transcript
- d. One letter of recommendation (different than references on Resume)
- e. One paragraph essay explaining goals, reason for interest in program and plans for further education/training after high school

2. Selection of Candidates for Interview Process will be done by Instructor and Administrator.

3. Candidates selected for Interviews will be contacted by email with dates and times of interview.

4. Candidates selected for program will be contacted by email and posted at Auto shop by May 25th.

NOTE: there will be a waiting list of all qualified students to fill spots if there are any openings during school year. These students also may be considered first in the following years program.



Twin Harbors Branch Skills Center
 Automotive Technology
 NATEF Certified Program
 Instructor: Travis Wheeler
 twheeler@asd5.org

ASE STUDENT CAREER DEVELOPMENT APPLICATION FORM

PERSONAL INFORMATION			
First Name	Last Name	Date of Birth	
Address			
City		State	Zip
Home Phone	Email		
High School			
Parent/Guardian	Parent/Guardian Phone		
Emergency Contact	Emergency Contact Phone		
WORK EXPERIENCE			
Employer	Position		
Supervisors Name	Phone Number		
Employer	Position		
Supervisors Name	Phone Number		

<p>What other types of <u>work</u> or <u>volunteer work</u> have you done?</p>				
<p>List any clubs or organizations you belong to</p>				
<p>Is Automotive a Carrier Path For you?</p>				
<p>ATTENDANCE & DISCIPLINE RECORD</p>				
	<p>Absences</p>	<p>Tardy</p>	<p>Days Suspended</p>	<p>Times Reference</p>
<p>This Year</p>				
<p>Last Year</p>				
<p>Date</p>				

APPLICANT ACKNOWLEDGEMENT & AGREEMENT

In making this application, I understand that:

1. The submission of an application and supporting materials is the first step in the selection process. I have attached a Resume, Transcript, Attendance and Discipline records, and one letter of recommendation not from a reference on the resume to this application.
2. To be eligible for the Automotive Technology program, I must meet qualifications in all areas: education, aptitude, interest, assessments, attendance, behavior, reference check, and interview.
3. Attendance, Participation and a positive attitude are the key to success in this program.
4. The Automotive Technology program includes on-the-job training and related training classes. Student ASE Certificates will be given upon completion of each section of 8 areas if passed with 80% or better.
5. I will adhere to all safety requirements per school rules and industry standards.
6. I will maintain the Student Work Journal documentation and assignments during the entire Automotive Technology Program.
7. If accepted, I will give my full cooperation and attention to instructors and mentors, and I will accept and complete assignments as required. If I do not meet the performance standards, I understand I may be removed from the program.

I ACKNOWLEDGE AND AGREE TO THE ABOVE STATEMENTS

Signature of Student	Date
Signature of Parent/Guardian	Date