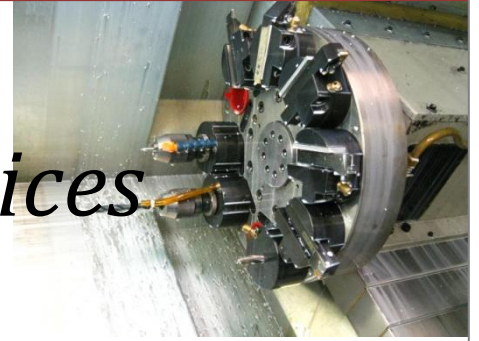


# *Business & Industry Services*



## *Application for LEAN Essentials training*

### *Directions for Applying to LEAN Essentials training*

- Complete this Application form*

### *Directions for Completing Application Form*

- Answer all questions, unless marked optional*

- Mail to:*

*Western Technical College  
Business & Industry Services  
Attn: Rose Schell  
400 Seventh Street North  
La Crosse, WI 54601*

**Western  
Technical College**  
THE ESSENTIAL EXPERIENCE

*400 Seventh Street North  
La Crosse, WI 54601  
TEL: 608.785.9291  
TTY: 800.785.8551*

# Business & Industry Services

westerntc.edu/bis  
608.785.9291



## LEAN Essentials training Application

### Applicant Information—Part One

Western Technical College appreciates your cooperation in completing the following information which is REQUIRED to meet State and Federal reporting requirements. **These items remain confidential.**

Privacy Act Notice: Disclosure of your social security number is voluntary and is used to report information to the U.S. Department of Labor on the activities you participated in through the Community Based Job Training grant. The Department of Labor will use the information for their reporting to determine your employment status. If you choose not to provide it, Western will contact you personally to obtain information that the U.S. Department of Labor requests.

**(Please Print Legibly)**

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Last Name

First Name

MI

Former Last Name (if applicable)

Permanent Address

City

State

ZIP

Phone

E-mail Address

Mailing Address (if different)

City

State

ZIP

Home Phone

Alternate Phone

E-mail Address

Date of Birth

Gender

Male

Female

Your Legal Residence

County of \_\_\_\_\_

City  Village  Town  of \_\_\_\_\_

Last High School Attended

Name

City

State

Year of Graduation

Highest Grade Completed (circle) 9 10 11 12 13 14 15 16 17+

Racial/Ethnic Heritage

American Indian/Alaskan Native

Asian

Black or African American

Hispanic / Latino

Hispanic/Latino and more than one race

Native Hawaiian/Pacific Islander

White

More than one race

Disabled per ADA?

NO

YES

1. Veteran Status

Which of these describes your veteran status? *Check all that apply:*

- Not a veteran.
- A person who served on active duty in the armed forces for a period of less than or equal to 180 days, and who was discharged or released from such service under conditions other than dishonorable.
- A person who served on active duty for a period of more than 180 days and was discharged or released with other than a dishonorable discharge; or was discharged or released because of a service connected disability; or as a member of a reserve component under an order to active duty pursuant to section 12301 (a), (d), or, (g), 12302, or 12304 of Title 10, U.S.C., served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged or released from such duty with other than a dishonorable discharge; or
- A person who is (a) the spouse of any person who died on active duty or of a service-connected disability, (b) the spouse of any member of the Armed Forces serving on active duty who at the time of application for assistance under this part, is listed, pursuant to 38 U.S.C 101 and the regulations issued thereunder, by the Secretary concerned, in one or more of the following categories and has been so listed for more than 90 days: (i) missing in action; (ii) captured in the line of duty by a hostile force; or (iii) forcibly detained or interned in the line of duty by a foreign government or power; or (c) the spouse of any person who has a total disability permanent in nature resulting from a service-connected disability or the spouse of a veteran who died while a disability so evaluated was in existence.

2. Which of these describes your employment status?

- Employed. A person who either (a) did any work at all as a paid employee, (b) did any work at all in his or her own business, profession, or farm, (c) worked 15 hours or more as an unpaid worker in an enterprise operated by a member of the family, or (d) is one who was not working, but has a job or business from which he or she was temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, whether or not paid by the employer for time-off and whether or not seeking another job.
- Unemployment Anticipated. A person who, although employed, either (a) has received a notice of termination of employment or the employer has issued a Worker Adjustment and Retraining Notification (WARN) or other notice that the facility or enterprise will close, or (b) is a transitioning service member.
- Not Employed. Does not meet any one of the conditions described above.

**Work Experience**

Please list your employment positions and work experience for the last seven years.

<i>Employment Position (Job Title)</i>	<i>Description of job responsibilities</i>

<b>Education</b>				
<i>High School</i>		<i>City and State</i>		
<i>From</i>	<i>To</i>	<i>Did you graduate?</i> YES <input type="checkbox"/> NO <input type="checkbox"/>	<i>Concentration</i>	
<i>If you did not complete high school and receive a diploma, do you have a GED?</i>		YES <input type="checkbox"/> NO <input type="checkbox"/>	<i>Or HSED?</i> YES <input type="checkbox"/> NO <input type="checkbox"/>	
<i>College</i>		<i>City and State</i>		
<i>From</i>	<i>To</i>	<i>Did you graduate?</i> YES <input type="checkbox"/> NO <input type="checkbox"/>	<i>Degree</i>	
<i>Other</i>		<i>City and State</i>		
<i>From</i>	<i>To</i>	<i>Did you graduate?</i> YES <input type="checkbox"/> NO <input type="checkbox"/>	<i>Degree</i>	

The Wisconsin Technical College System colleges are committed to providing equal educational opportunity and non-discriminatory treatment, without regard to race, color, national origin, sex, disability, or other applicable legislated categories in all areas including, but not limited to: recruitment, course and program access, admissions, curriculum, student policies and application, counseling, prevocational and job placement services, physical education and athletics, student financial assistance, apprentice training, housing, employment and extracurricular activities.

The Affirmative Action Officer in each technical college is designated to handle inquiries and/or complaints regarding discrimination matters.

<b>Signature</b>	
<i>I certify that my answers are true and complete to the best of my knowledge.</i>	
<i>Signature</i>	<i>Date</i>

*Staff Use Only:*

**COMPLAINT AND GRIEVANCE PROCEDURES  
COMMUNITY BASED JOB TRAINING GRANT  
WESTERN TECHNICAL COLLEGE**

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**General Complaints**

Any participant or interested party may file a grievance or complaint relating to the Community Based Job Training grant implemented by Western Technical College (Western) pursuant to the Workforce Investment Act (WIA). If you choose to file a complaint, you are first given an opportunity to resolve the complaint informally with a representative of Western. If the complaint cannot be resolved informally to the your satisfaction, you are entitled to a hearing within 30 calendar days from the date the complaint was filed, and a decision within 60 calendar days. If you are not satisfied with our decision or do not obtain a resolution within 60 days of the filing date, you may appeal the decision to the Wisconsin Department of Workforce Development and U.S. Department of Labor.

Participants who have a complaint should immediately contact the Student Development Manager, Kumm Building Room 100 or DIAL (608) 785-9880 and state that the complaint relates to the Community Based Job Training grant. Other interested persons should contact Patti Balacek at 608-785-9201 or Debra Chesebro at 608-785-9274.

**Discrimination Complaints**

Please see the reverse side of this sheet for detailed information. Questions or complaints about discrimination should also be directed to the Student Development Manager at the address and phone above or to TTY (608) 785-9551 or Wisconsin Telecommunication Relay System (800) 947-3529. Inquiries or complaints about discrimination arising out of the Community Based Job Training Act may also be directed or mailed to the Director, Civil Rights Center, U.S. Department of Labor, Room N4123, 200 Constitution Avenue, NW, Washington, D.C. 20210.

**Accommodations Provided**

If you have difficulty in reading, hearing or otherwise accessing these procedures because of limited-English proficiency, disability or youth, you should contact the Student Development Manager to arrange for staff assistance to help with understanding the procedures, filing a complaint or participating in the hearing.

I understand that I have the right to file a complaint, and must do so within 180 days of the alleged occurrence.

Participant Name: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **Equal Opportunity Is the Law**

**It is against the law for this recipient of Federal financial assistance to discriminate on the following bases:**

- against any individual in the United States, on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief; and
- against any beneficiary of programs financially assisted under Title I of the Workforce Investment Act of 1998 (WIA), on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his or her participation in any WIA Title I-financially assisted program or activity.

**Western will not discriminate in any of the following areas:**

Deciding who will be admitted, or have access, to any WIA Title I-financially assisted program or activity;

Providing opportunities in, or treating any person with regard to, such a program or activity; or making employment decisions in the administration of, or in connection with, such a program or activity.

## **What to Do If You Believe You Have Experienced Discrimination**

If you think that you have been subjected to discrimination under a WIA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either: Western's Equal Opportunity Officer (or the person whom

Western has designated for this purpose); or

the Director, Civil Rights Center (CRC), U.S. Department of Labor,

200 Constitution Avenue NW, Room N-4123, Washington, DC 20210.

If you file your complaint with Western, you must wait either until Western issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above).

If Western does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you do not have to wait for Western to issue that Notice before filing a complaint with CRC. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with Western).

If Western does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.