

Personal And Career Exploration Training INFORMATION



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This **8-session** Personal And Career Exploration (PACE) Training is designed to help Cambridge students **age 16+** learn skills to succeed in the professional workplace 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, 11/2.**

These trainings will be on Tuesdays from 11/3-12/15 and on 1/5.

Location: RSTA Computer Classroom Room 1224

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

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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/or mock interview session
- Participate in a transitional planning (next steps) meeting with the program manager.

Upon completing the training, you will receive:

- A stipend at \$10 per hour, for up to 16 hours.

In return, you are expected to:

- Show up on time for each of the workshops and potential job shadow.

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 Tuesday workshops listed on the cover sheet? _____
- 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 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 an independent job shadow. 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.