



HAWAII JOB CORPS CENTER

41-467 Hihimanu Street
Waimanalo, Oahu, Hawaii 96795
(808) 259-6005/ 7215971
Outreach & Admissions Specialist – *Egi Dodd*

WHAT IS HAWAII JOB CORPS?

It is an **academic & vocational skills training program** for individuals aged 16 to 24.

It is a **residential program** with free room and board, or a **non-residential program** with transportation allowance, depending on your needs.

It provides career training in the following areas:

- ◆ **Automotive Repair**
- ◆ **Business Occupations** - including Data Entry, Office Assistant & Word Processor, Microsoft Office User Certification
- ◆ **Culinary Arts**
- ◆ **Facility Maintenance**
- ◆ **Health Occupations**
- ◆ **Landscaping (Horticulture)**
- ◆ **Painting (Pre-Apprentice)**

It provides trainees the opportunity to earn a **GED** or a competency-based **High School Diploma**.

It is a **self-paced program** that allows a trainee up to two years to complete the training. The program is designed to best meet the needs of each individual by providing a unique plan for each person, at their own speed.

It is completely **FREE** to qualified applicants who have the desire to make positive change in their lives. Benefits include:

- ◆ Vocational, educational and social training
- ◆ Room & board
- ◆ Breakfast, lunch and dinner
- ◆ Basic medical and dental services
- ◆ Day care for children five years and younger (non residents only) – *Oahu only*
- ◆ Recreational activities: movies, sporting events, dances, etc.

It **pays trainees to learn**. Every trainee receives a living allowance check every two weeks that range from \$25 - \$50, depending on how long they have been in the program.

It gives you **money to start your new life**. Job Corps provides each graduate with a transition payment upon completion. The transition payment will range from \$250-\$1,200 depending on which portions of the program the trainee successfully completes.

HAWAII JOB CORPS CENTER

WHO CAN APPLY?

Applicants must be:

- Between 16 – 24 years old*
- Meet the Department of Labor’s low income guidelines
- A legal United States resident
- In need of career and/or educational training

**If applicant has a documented disability (ADA Standards), the upper age requirement is waived.*

The program is intended to assist low-income and disadvantaged youths. Hawaii Job Corps is also aimed to assist high school graduates and unemployed individuals who have not been able to find employment due to lack of career skills or work experience. Applicants must be 16 years of age and not older than 24 years of age upon enrollment. The upper age limit is waived if the applicant has a documented disability.

Persons with questionable backgrounds, such as serious law violations, violent behavior history, or repeated hostile acts against the community are subject to the discretion of their admissions counselor. Those applicants with pending court hearings, or who have outstanding fines, restitution, or community service to perform cannot apply to Job Corps until these obligations have been met.

What Do Job Corps Students Learn?

Job Corps provides career, life skills and academic training. In addition to getting hands-on instruction in one of our vocational trades, many of our students also participate in our high school program in order to obtain a high school diploma or a General Educational Development (GED) certificate.

What Does Job Corps Expect?

Job Corps is looking for motivated individuals who have a sincere interest in bettering themselves. Our trainees must be committed to completing the program, as well as a desire to benefit from the Job Corps training they receive. In addition, Job Corps expects trainees to follow the rules, regulations and policies of Hawaii Job Corps while they are enrolled in the program.

How Long Do I Stay in Job Corps?

Trainees can participate in the program up to 24 months; however, Job Corps is a self-paced program. If a trainee already has his or her high school diploma and learns a trade quickly, an individual can finish the Job Corps program in just a few months. However, if a trainee needs to obtain a high school diploma and requires a little more time to complete a vocational trade, the individual may stay the full two years.

On average, graduates stay in the Job Corps program around 11 months.

Trainees in good standing, who have sufficient math and reading scores, may be able to go to an Advanced Career Training (ACT) program or attend college. Trainees, who participate in college or an ACT program, can stay in Job Corps for an additional year.

What Happens After Training?

Each trainee has a personal career transition specialist who will work with them after completing the program. The career specialist will assist trainees to find quality employment, join the military, further their education (college), or enroll in another training program. It is required that each trainee achieve one of these goals upon completion of the Job Corps training program.

When Can I Enter Job Corps?

In order to begin the application process an interested applicant must attend a center tour, if possible. This is a requirement for all applicants on the islands of Oahu and Maui. Next, the applicant schedules an appointment to have an interview with an admissions counselor. After the interview, the admissions counselor will review your application and process the necessary paperwork. You may be asked to provide additional documentation or meet with other Job Corps staff. This is so we can best assist you if you enter the program. When your application is complete, applicants will then be notified of the admissions counselor's recommendation. Applicants with a positive recommendation will be placed on the waiting list to enter the program. Applicants enter Hawaii Job Corps on a space available basis.

Non-Smoking Facility

Hawaii Job Corps is a non-smoking facility. This program was enacted to promote a healthy lifestyle for our participants. Trainee and staff will not be able to smoke anywhere on the center grounds. If you do smoke now, it is recommended to begin a stop smoking program prior to entering Job Corps.

If you are interested in learning more about the Hawaii Job Corps Center, tour, or interview, please call your local recruiter.

Egi Dodd
782-0734 or 72-5971



Hawaii Job Corps Center

Documents You Need To Bring To Your Interview

Do Not Bring Documents to the Center Tour

- **Birth Certificate** (photocopy – not original).
- **Social Security Card** (photocopy – not original).
- **State ID, Drivers License, Military ID, Valid Passport or School ID** (photocopy), if applicable.
- **Juvenile Criminal Abstract** (for applicants 16 – 20 years old).
On Oahu, to obtain a juvenile criminal abstract, go to Kaahumanu Hale, Family Court Bldg. at 777 Punchbowl St. (across the Federal Bldg). Go to the Juvenile Intake Department on the 2nd floor.

Applicants who are 16 & 17 years old must have a parent or legal guardian request this document and will need to show the applicant's birth certificate and parent's photo ID.

Applicants between the ages of 18–20 can request their own juvenile criminal abstract but will need to take their birth certificate and photo ID.

Please bring a self-stamped envelope. The abstract will be mailed to you. You should receive it in approximately three business days.

- **Adult Criminal Abstract** (for applicants 18 years and older) – On Oahu, to obtain an adult criminal abstract, go to the Hawaii Criminal Justice Data Center, located at 465 S. King Street, Room 101. The building is at the makai-ewa corner of S. King and Punchbowl Streets – across the street from the Hawaii State Library. The office is open from 8 am to 4 pm, Monday through Friday.

Note: *Applicants, 18-20 years old, need to obtain both a Juvenile and Adult Criminal Abstract.*

- **High School Transcript or High School Diploma** – If you graduated high school, we will need a copy of your high school diploma or a high school transcript indicating that you are a high school graduate. If you have not completed high school, we will need a copy of your high school transcript. If you received a Certificate of Completion from high school, we will also need a copy of your high school transcript.
- **Immunization Records** – Obtain copies from your doctor, health clinic or school showing that you are caught up with all of your shots. This is not a required document; however, if you do not have your records and you are accepted into Job Corps, you will have to take all your shots over again.
- **Alternate Contacts** – Job Corps will provide the best possible service to our students. Sometimes this means being able to contact family and friends close to the applicant. You will need to provide a *minimum of two* alternate contacts. Please complete the attached form.

Applicants 16 or 17, without a High School Diploma

All minor applicants will need to get a **Student Release Form** (Form 4140) from the Hawaii high school they last attended. Without it, you cannot enter the Job Corps high school program. And, if you are still in school, you will also need to obtain a **letter from your high school** counselor or official stating that you would benefit more from Job Corps than staying in school.

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STUDENT ALTERNATE CONTACT SHEET

Job Corps will provide the best possible service to our students. Sometimes this means being able to contact friends and family close to the applicant. Please take some time now to list for us the following information.

Name of Applicant: _____

Mother

Name: _____

Address: _____

Phone: _____

Cell or email: _____

Father

Name: _____

Address: _____

Phone: _____

Cell or email: _____

Legal Guardian

Name: _____

Address: _____

Phone: _____

Cell or email: _____

Spouse (Husband/Wife)

Name: _____

Address: _____

Phone: _____

Cell or email: _____

Other Relatives (Sister/Brother)

Name: _____

Address: _____

Phone: _____

Cell or email: _____

Other Relatives (Aunt/Uncle)

Name: _____

Address: _____

Phone: _____

Cell or email: _____

Best Friend

Name: _____

Address: _____

Phone: _____

Cell or email: _____

Other Friend (Admissions Counselor)

Name: _____

Address: _____

Phone: _____

Cell or email: _____

Neighbor

Name: _____

Address: _____

Phone: _____

Cell or email: _____

Grandmother/Grandfather

Name: _____

Address: _____

Phone: _____

Cell or email: _____