

2019 MnDOT/DEED Re-Construction Training & Placement (RTP) Program FAQs (A1 form)

Please complete this 2-sided RTP program FAQ sheet before completing the application form. Please enter your initials in the boxes after items 2, 4, 9, 12, 14, 17, 18, and 21 to verify that you've read and understand them.

- 1. Am I applying for a job with MnDOT when I fill out the application form?** No, the form is used to help us decide if you will be eligible for a generalized highway construction occupational training program that may help you get an entry-level highway construction job.
- 2. If I have previous construction training or practical construction experience, am I eligible for this training?** No, applicants already possessing pre-apprentice, apprentice, journey level or higher construction experience or training are NOT eligible for this program. Initials _____
- 3. Who funds and manages the RTP programs?** MnDOT sponsors the RTP programs and MN DEED designs, coordinates and manages the training projects. MN DEED also provides recruitment, case management, placement assistance and follow-up services.
- 4. Am I guaranteed a construction job after the training is done?** No, however program graduates will have gained highway construction industry knowledge, safety training, network/contact information, and insights that will greatly improve their opportunities to acquire highway construction jobs. Initial _____
- 5. Will I get direct contact with construction employers and local union officials?** Yes, while in training participants will be able to network directly with potential construction employers and local craft/trade union officials.
- 6. How does the MnDOT/DEED program compare to other construction training programs?** The program is authorized, certified and sponsored by MnDOT to strategically reduce the disparity in ethnic minority and female workers in Minnesota's highway construction workforce. Program graduates receive case management, limited transitional financial support, job readiness assistance and ongoing counsel/advisements/job leads.
- 7. What if I am not a female and/or minority, can I apply for the RTP program?** No person is restricted or prohibited from applying. Eligibility for the final screening interview will be determined by applying MnDOT/DEED HHCT/RTP program guidelines, "...to reduce the disparity in ethnic minority and female workers in Minnesota's highway construction workforce."
- 8. What certifications will I receive upon completion of the RTP program?** Program graduates receive several certifications including MnDOT/DEED HHCT/RTP training completion and federal OSHA-30 certifications.
- 9. Will I be paid while I attend the training?** No, at this time the program does not provide for program participants to be paid a salary by the program during the construction training. A small fuel allowance may be provided to those participants who fully maintain RTP eligibility during the 6 week construction training period. Initials _____
- 10. Do I have to pay for the training?** No, the program's generalized occupational training, the OSHA-30 certifications, and construction tools/boots are provided at no charge to the program participant.
- 11. Can a person with a felony record apply for the program?** Yes, highway construction occupations are among the most accommodating to ex-offenders. All participants must have unrestricted flexibility to participate in all aspects of RTP program-related events, including interviews, screenings, testing, training and employment search/retention.

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FAQ Page 2

Please complete this FAQ Form and keep it attached to the Application Form.

Submit the FAQ Form and the Application Form to the MnDOT/DEED RTP Coordinator.

12. **What happens after my application is reviewed?** If your application is accepted, you will be scheduled for a screening interview where you will be required to provide additional supporting documentation. Once you successfully pass the screening interview and all required documents are received, you will be scheduled by the Coordinator to take the RTP Training Aptitude Assessment (TAA). Initials _____
13. **Why is the RTP/TAA required for this program?** The RTP/TAA verifies your math and reading skills, both of which are necessary for a successful career in highway construction.
14. **As an alternative, what if I previously obtained NCRC Silver certification?** If you possess and can present current NCRC certification documentation and had earned Silver-level scoring within the last five years, you would not need to take the RTP/TAA. Initials _____
15. **How can I prepare for the RTP/TAA?** As best as you can, immerse yourself in reading and practicing high school-level mathematics problems. The RTP/TAA is a paper edition exam and approximates the reading and mathematics skills applicable for an entry-level highway construction worker.
16. **What happens if my RTP application is declined or I do not score well on the RTP/TAA?** It may be helpful to speak with the Coordinator or a Minnesota WorkForce Center representative to find other resources or alternative training and apprenticeship trade programs.
17. **Why do I need to declare a valid driver's license?** Construction work will require you to operate construction company vehicles, such as pilot cars, pickup trucks, material/supply vans, service trucks and off-road vehicles.
Initials _____
18. **Why do I need to have my own vehicle and auto insurance?** It is necessary to have your own vehicle and insurance to be able to work at different construction sites. Initials _____
19. **Where do I send the completed RTP training program application (A2 form)?** You may deliver, mail/email or fax the application to the RTP Coordinator. See the MnDOT/DEED RTP brochure for RTP Administration contact information.
20. **When do I start the RTP training program?** Once all the required RTP program documents, eligibility requirements, successful interviews and RTP/PAA are completed you will receive an "Award" letter inviting you to participate at the 6 week RTP training program.
21. **What's next after I receive the "Award" letter?** The RTP training program will host a mandatory MnDOT/DEED RTP Program orientation event for you and your family to attend—check with the RTP Coordinator for orientation event details. Initials _____

Please be advised that all MnDOT/DEED RTP training program requirements are to be met before RTP training begins.

Check with the RTP Coordinator for specific times/dates for all MnDOT/DEED RTP events.

The MnDOT-DEED Partnership, funded by the MN Department of Transportation and managed by the MN Department of Employment and Economic Development, is designed to encourage the placement of underrepresented minorities and women in highway construction pre-apprentice occupations associated with state/federally funded highway construction projects. Graduates of the MnDOT-DEED HHCT Partnership Program receive basic training in construction terminology, safety rules and construction site safety (OSHA 30 certification), nutritional and physical preparedness/wellness and conditioning, use of hand and power tools, mathematics and associated measurements/dimensions/formulae in construction, highway construction industry norms and culture, basic crafts training, and networking/job search/targeted resume development/job retention skills..



MnDOT/DEED RECONSTRUCTION TRAINING/PLACEMENT (RTP) PROJECT CONTACT DATA AND APPLICATION FORM – Program Year 2019



This Contact Data/Application Form must be filled accurately, completely, and only by the Applicant. Failure to comply with the above directions shall result in the Applicant being dismissed from consideration. Effective 10/15/2018, only this "Contact Data and Application Form – Program Year 2019" will be applicable for the RTP-2019 Program Year. MnDOT-DEED HHCT/RTP Program Administration reserves the right to reject any application.

Section 1 CONTACT DATA / GENERAL INFORMATION

Name: _____
Last, First, Middle Initial

Address: _____
Street Number, Apartment/Unit
years at this address: _____
City, State and Zip Code)

Home Phone #: (____) _____ Cell #: (____) _____ (An active phone # or message phone # is necessary for Program eligibility)

Social Security # xxx-xx-_____ E-mail _____ (An e-mail account is helpful for Program eligibility)

Do you possess the following? (A driver's license is required to establish Program eligibility.)

Driver's License? Yes _____ or No _____ If yes, check classification: Class A _____ Class B _____ Class C _____ Class D _____

Current Driver's License Number: _____ State: _____ Expiration Date: _____

Do you own an automobile? Yes _____ or No _____ Are you authorized to work in the U.S.? Yes _____ or No _____

Section 2 EDUCATION/TRAINING

	School	City/State	Program/Major	Dates Attended	Graduated? Y/N
	High School/GED			XXXXXXXXXX	
	Vocational Cert				
	Associate Degree				
	Four Year Degree				
	Apprenticeship				

All candidates who have successfully completed a screening interview must participate in the RTP/Training Aptitude Assessment (TAA). As an alternative to the RTP/TAA, the National Career Readiness Certification exam may be used to establish program eligibility if completed before starting the classroom training. If you do not possess a current NCRC certificate - with Silver Level scoring - you will need to participate in the RTP/TAA (Training Aptitude Assessment). The RTP/TAA is delivered in English and is a paper-format aptitude assessment. Contact RTP Administration or your local Workforce Center for more information.

Have you successfully completed the three-part National Career Readiness Certification (NCRC) exam? Yes _____ or No _____

If yes, write in your final scores and include a copy of your NCRC certificate: Reading __ Math _____ Information _____

Are you a Military Service Veteran? Yes _____ or No _____

Occupational licenses, trade/technical and Apprentice/Journey certificates: _____

What skills, knowledge, and training, including military experience, would you bring to a highway construction occupation? _____

What construction or building equipment/machinery have you operated professionally and with what company and project? _____

This Contact Data/Application Form must be filled accurately, completely, and only by the Applicant. Failure to comply with the above directions shall result in the Applicant being dismissed from consideration.

Section 3 - EMPLOYMENT HISTORY

Begin with your most recent paid or volunteer job and list all the jobs you've had in the last 10 years.

Blank/incomplete areas will not be accepted. All areas must be filled in accurately and completely.

If you require additional space to list your work history, photocopy this page and include the additional pages with your application..

<i>Most Recent Employer</i>		<i>Date Started</i>	<i>Date Ended</i>
<i>Street Address</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
<i>Job Title</i>	<i>Hours per week</i>	<i>Hourly wage</i>	<i>Phone</i>
<i>Brief description of duties and responsibilities – DO NOT WRITE IN, "SEE RESUME"</i>			<i>Why did you leave?</i>

<i>Employer</i>		<i>Date Started</i>	<i>Date Ended</i>
<i>Street Address</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
<i>Job Title</i>	<i>Hours per week</i>	<i>Hourly wage</i>	<i>Phone</i>
<i>Brief description of duties and responsibilities – DO NOT WRITE IN, "SEE RESUME"</i>			<i>Why did you leave?</i>

<i>Employer</i>		<i>Date Started</i>	<i>Date Ended</i>
<i>Street Address</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
<i>Job Title</i>	<i>Hours per week</i>	<i>Hourly wage</i>	<i>Phone</i>
<i>Brief description of duties and responsibilities – DO NOT WRITE IN, "SEE RESUME"</i>			<i>Why did you leave?</i>

Section 4 - HIGHWAY CONSTRUCTION EMPLOYMENT READINESS

Highway construction jobs are physically strenuous and demanding, and often include exposure to temperature and weather extremes. You will likely be required to lift 70lbs or more occasionally, and 40lbs regularly. You will frequently bend, reach, climb, crawl, stretch, pull and carry large and heavy equipment and materials in limited access/confined areas. You will constantly listen/observe for hazardous machinery and traffic. You will monitor and assess potential and developing dangerous work environments/situations in elevated/subterranean/crowded/isolated work areas. You will monitor, respond to and/or report changes in machinery operating conditions. You will quickly and accurately receive, relay and implement verbal, radioed and written safety and work instructions.

Will you be able to perform these required functions repeatedly, with or without reasonable accommodation, without distraction and under severe temperature/weather conditions without causing risk/endangerment to yourself or others? **Yes _____ or No _____**

Will you be able to work more than 40 hours/week, 8 hours/day and any shift without advance notification? **Yes _____ or No _____**

Do you have any current limitations imposed upon your Driver's License, other than prescription eyewear, that would restrict your 24-hour availability to drive to work? **(A valid current driver's license is required to establish employment readiness and program eligibility, and to support your**

successful acquisition and retention of highway heavy construction jobs) **Yes _____ or No _____** If yes, please identify the restrictions. _____

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Seriously - why should we consider you for the MnDOT/DEED Reconstruction Training/Placement Project? Tell us why you would be a great candidate for this training program. Why should we invest time/money in you? Argue your best case for yourself – really sell yourself - be original and creative! _____

Are you registered in and using the MinnesotaWorks.net program for job search? Yes _____ or No _____

Section 5 - ELIGIBILITY/DATA STATEMENT AND APPLICANT SIGNATURE

PLEASE NOTE THAT YOU ARE PROVIDING INFORMATION IN THE FOLLOWING SECTION THAT WILL BE USED TO DETERMINE YOUR 2018 MnDOT-DEED RECONSTRUCTION TRAINING/PLACEMENT PROGRAM ELIGIBILITY. THIS INFORMATION WILL REMAIN CONFIDENTIAL AND IS REQUESTED ONLY TO DETERMINE YOUR MnDOT-DEED PROGRAM ELIGIBILITY.

Please check the appropriate response:

Gender: _____ Female _____ Male

With which racial/ethnic group do you identify yourself?

If the group appropriate for you is not listed, please check the one that comes closest.

_____ Asian, Pacific Islander _____ Native American or Alaskan Native _____ White

_____ Hispanic/Latino _____ Black and/or African American

If you have any questions concerning the MnDOT/DEED RTP-2019 Program or this application, please review the "FAQ Sheet" and the tri-fold Program brochure.

Further information about this form is available from RTP Administration. Please contact us directly.

All applicants are advised that only selected eligible applicants will be notified by e-mail and interview scheduling letters will be distributed by e-mail. Missing or illegible applicant e-mail account information may be cause for denying eligibility.

Program Admin Office Use Only	
<input type="checkbox"/> FLAG	<input type="checkbox"/> XO FAUX
<input type="checkbox"/> LIC	<input type="checkbox"/> LIC ISSUE
<input type="checkbox"/> AG	<input type="checkbox"/> EMP FAUX
<input type="checkbox"/> XO	<input type="checkbox"/> TAA PASS
<input type="checkbox"/> CAR	<input type="checkbox"/> NCRC PASS
OTHER _____	

<input type="checkbox"/> ACCEPT REASON _____	<input type="checkbox"/> DECLINE

<input type="checkbox"/> CBO FWRD _____	
CBO ADMIN _____	

- ✓ *I certify that the information I provided on all pages and attachments to this Contact Data/Application Form is complete and accurate. I understand that I may contact RTP Administration directly for further information regarding my eligibility. I understand that I may request a photocopy of this completed application when I submit it to the RTP Coordinator.*
- ✓ *I have read all parts of this application form and I understand that my giving false information or my failure to fully complete any section of this Form shall be cause for denying my eligibility for and/or subsequent participation in the current MnDOT/DEED Re-Construction Training/Placement Program.*
- ✓ *I understand that I am advised to read the MnDOT-DEED 2019 RTP Program Brochures and 2019 FAQ Sheet thoroughly.*
- ✓ *I understand that I am limited to submitting one (1) application for the MnDOT-DEED 2019 Program Year.*
- ✓ *I understand that additional screening and determination of Program eligibility, including information obtained through BCA-sourced records, may be performed and researched by the State Project Manager, the State Program Coordinator or their designates after my interview.*

Applicant's Signature: _____ **Date:** _____

We are an Equal Opportunity Employer and Service Provider and are committed to recruitment, hiring, training and promotion of persons without regard to race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, veteran status or age. Access to and eligibility for some specialized programs and services, such as the MnDOT/DEED Reconstruction Training/Placement (RTP) Program, may be limited to specific populations or demographics. This document is available in alternative formats upon request, including e-form.