



Operation Transformation Rochester

Jobs and Job Skills Training
Information & Registration

It's Your Life. Take Control of Your Future!

Operation Transformation Rochester (OTR) serves city youth and adults by offering five comprehensive programs geared toward education, vocation and employment.



YOUTH EMPLOYMENT SERVICES

OTR Youth Employment Training

Youth Employment Training prepares high school students for employment through an intensive 20 hour, job-readiness boot-camp. Participants receive employment training and opportunities for unsubsidized, year-round job placement, and graduate with a portfolio, resulting in increased employability.

OTR Summer of Opportunity (SOOP) Program

SOOP is a summer employment placement and training program designed to connect high school youth with local employment opportunities and expose participants to the basic skills necessary for career success.

OTR DREAM BIG² Youth Leadership

DREAM BIG² is a 15-week program that encompasses a holistic approach to career development through the following enrichments: College Preparedness, Employment Training, Motivation, Rites of Passage, Conflict and Resolution, Youth Leadership, Finance, and Etiquette Training.

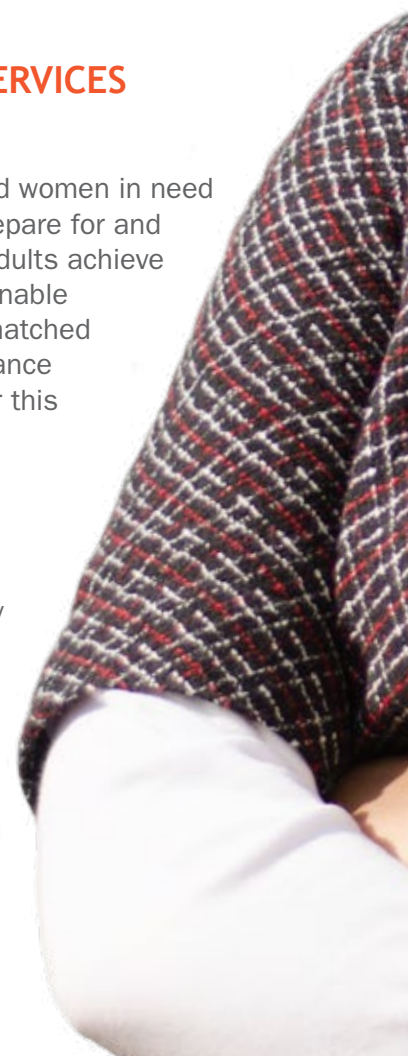
ADULT EMPLOYMENT SERVICES

OTR Fresh Start

Fresh Start helps adult men and women in need of their TASC (formerly GED) prepare for and take the test, thereby helping adults achieve a critical requirement for sustainable employment. Participants are matched with mentors and staff for guidance and support as they prepare for this important test.

OTR Employment Readiness

Employment Readiness is an employment assistance program which helps chronically unemployed adults obtain recorded employment history with the City of Rochester and area employers. It connects job seekers to employment and vocational opportunities, as well as specialized training programs geared towards middle-skill jobs.





OTR programs work in tandem and are designed to be adaptable to an individual's skill level, background, and needs.

OTR

Change your life today.

585-428-6342

www.cityofrochester.gov/otr

OTR Registration Form

For Office Use Only

Attendance _____%

Date Received _____

Staff Initials _____

Instructions: Applications should be submitted in person at **Bureau of Employment, Skills Training & Youth Services, Central Public Library, 115 South Avenue, Rochester, NY 14604**. If you have a resume or certifications please submit them at this time. Faxed applications will NOT be accepted. Program slots in OTR programs are limited and competitive. Not everyone that applies or participates in the intake process will be enrolled or hired. If you have any questions please call 585-428-6342.

Personal Information

Last Name: _____ First Name: _____ Middle Name: _____

Address: _____ City: _____ State: _____ Zip: _____

SEX: ☐ M ☐ F Birth Date: ____/____/____ ARE YOU A U.S. CITIZEN? ☐ YES ☐ NO IF NO, INDICATE STATUS _____

Email: _____ Phone #: (____) _____ MSG #: (____) _____

Are you Hispanic? ☐ YES ☐ NO Ethnic Group: ☐ Caucasian (White) ☐ Black Or African American ☐ Asian

☐ Native Hawaiian/pacific Islander ☐ Native American Or Alaskan Native

Education

Are you currently enrolled in school? ☐ YES ☐ NO

What is the highest grade you completed? ☐ Didn't Finish ☐ High School ☐ TASC ☐ College ☐ Advanced Degree

Licenses/ Permits/ Certifications

Do you have:

Valid drivers license ☐ YES ☐ NO Exp. Date ____/____/____

Any infractions (violations) in the last 18 months? ☐ YES ☐ NO

* CPR certification ☐ YES ☐ NO Exp. Date ____/____/____

* First aid certification ☐ YES ☐ NO Exp. Date ____/____/____

Other _____

**please attach copies of these certifications*

Program Selection

Please indicate (X) your program choices below:

☐ OTR Youth Employment Training

☐ OTR Summer of Opportunity (SOOP) Program

☐ OTR DREAM BIG2 Youth Leadership

☐ OTR Fresh Start

☐ OTR Employment Readiness

Interests/ Skills/ Abilities

List Any Special Skills: _____

List AnyWork Interests: _____

List Any Clubs, Sports Or Activities In Which You Are Involved: _____

List Any Certificates And Awards You Have Received In The Past Two Years: _____

Do You Have Basic Computer Skills? ☐ Yes ☐ No

Can You Work Evenings? ☐ Yes ☐ No

Can You Work Weekends? ☐ Yes ☐ No

Do You Have Physical Restrictions? ☐ Yes ☐ No If Yes, Describe (Can't Lift, Color-blind, Etc.): _____

Why Should You Be Selected for This Program? _____

Continues On Other Side >>>>>

OTR Registration Form

Work and Volunteer Experience

Please list your most recent work and or volunteer experience in the table below. List additional jobs on a separate sheet or attach a resume if you have one.

Job Title	Employer Name	Start/End Dates	Describe Duties	Reason for Leaving
<input type="checkbox"/> Volunteer <input type="checkbox"/> Paid				
<input type="checkbox"/> Volunteer <input type="checkbox"/> Paid				
<input type="checkbox"/> Volunteer <input type="checkbox"/> Paid				
<input type="checkbox"/> Volunteer <input type="checkbox"/> Paid				
<input type="checkbox"/> Volunteer <input type="checkbox"/> Paid				

Agreement

Applicant:

I have answered truthfully. If I have given any false information, I understand that I may be terminated from the program. Additionally, I agree to allow my recorded image or voice to be used for program promotional materials, and understand that I will not be compensated should this occur. I understand that all applicants must participate in an intake process, which will include training, interview and an intake assessment to determine readiness for employment in the program. I must be dressed for an interview for all appointments and interactions with the program or job interview sites. If I move or my telephone number changes, it is my responsibility to let the program office know. I understand that OTR Employment Training is not a job placement agency. There is no guarantee of employment.

X

Signature

Date

Before Turning in Your Application Be Sure:

- ☐ This application is filled out in ink
- ☐ This application is signed.



One Phone Call Can Change Your Life.

Operation Transformation Rochester (OTR) is a new, comprehensive approach to help Rochester residents make connections and gain the skills they need to achieve sustainable, rewarding, employment.

Building upon successful programs such as Summer of Opportunity and PRIME, OTR expands the City's approach to helping youth and adults find and keep jobs by adding new programs that are designed to be adaptable to a wide range of skill levels, backgrounds, and needs. Whether you need help passing the TASC (GED) test, establishing an employment record, preparing for an interview or simply looking for the right job connection, OTR has something to offer.

If you are having a hard time keeping a job or are just entering the workforce, this is your chance to take action by calling **585-428-6342** to get the help you need. One phone call can change your life.

A handwritten signature in black ink, reading 'Lovely A. Warren' in a cursive script.

Mayor Lovely A. Warren