

Date \_\_\_\_/\_\_\_/

## 4 DIGIT VIDEO CODE:

			TOTAL VIDEO CODE .
	Name		General Background Info
			Class: TR□ HED□ Other□
			High School Diploma□ GED□ Graduation Year:
			High School/GED Name:
	Address		Location:
			Medical History: Diabetes□ Insulin-dependent □ MS□
			Seizures Sleep Apnea Fainting Other:
	City State 7in		None□ Taking Prescription Meds?□ (May need doctor's clearance)
	City, State, Zip		Can You Pass: DOT Drug Test☐ Physical☐
			Working: □No □Fulltime □Part-time Hours:
			Laid Off: No□ Lay Off Letter□
	E-mail		Unemployment: □Applied □Collecting □Exhausted □N/A Military Information
	E-Mail		·
			Are you a Veteran: No Chapter 31 Chapter 33 DD214 COE
			Branch of service: Marines□ Air Force□ Navy□ Army□ Coast Guard□ Honorably Discharged□ Dates of Service:
	Cell Phone Number	Home Phone Number	DMV Record
	Con Thone Rumber	Tiomo Friend Hamboi	Drivers License A□ B□ C□ How long have you had it?years
			Tickets: Suspended
			None□
1	Most Recent Employer		Accidents:
1			None□
			DUI's: How many Dates:
Ž			None□
LASI IVAIVIE	Type of Work	How did you hear about CIT?	Stick Shift HAZ TWIC RSO
3			Felonies□: Misdemeanors□:
•			Conviction Dates:
			Prison Dates:
	Funding Source/City	Post Ed. Goals?	Citizenship/Immigration
	-		Citizenship/Immigration Docs (Birth/Naturalization, Passport, etc)
			Proof of CA Residency (utility bill, insur.docs, etc. w/ name/address)
			Can you locate Social Security Card? Yes□No□
	Case Worker/Phone Number	Job Leads?	Fact Sheet HED: □Catalog □ Illegal Substances Rules
			EE Score: /
			Staff Initials: Staff Initials:
			Staff Initials: Staff Initials:
	Additional Comments:		
	Additional Comments.		



## **College of Instrument Technology / Heavy Equipment Driver**

17156 Bellflower Blvd., Bellflower, CA 90706 (562) 925-1785 Fax: (562) 925-5855 www.HEDcollege.com

## **ONLINE ORIENTATION INSTRUCTIONS** (9/29/20)

- 1. Please visit our website: www.HEDcollege.com
- 2. Click on **ORIENTATION ONLINE** and follow instructions.
- 3. **ORIENTATION ONLINE** page displays:
  - a. Orientation Video:
  - b. 3 EASY STEPS TO GET STARTED;
  - c. Email address and fax number for submitting the orientation form;
  - d. CIT-HED Orientation book (flyers with information regarding our training programs and drug policy);
  - e. CIT-HED Orientation Sheet to be downloaded, filled, and submitted to CIT;
  - f. Link to tuition funding sources: www.careeronestop.org
- 4. View the Orientation Video for information regarding our school training programs. Watch for and write down the 4-digit VIDEO CODE provided.
- 5. Download and fill out the Orientation Sheet, answering all questions thoroughly. Include the VIDEO CODE. If something does not apply to you, You may write N/A.
- 6. Click on the funding information link: <a href="www.careeronestop.org">www.careeronestop.org</a> and enter your zip code in the search box.
  - a. You will see a list of local work sources to contact. Call several of them and ask if tuition funding is available before making an appointment with them. If you qualify, the work source may pay for your entire training program.
- 7. You can either print & handwrite your info, take a picture with your phone and email it back or you can use a free text editing program such as "Adobe Fill and Sign Form Filler" and then fax or email it to us at:
  - a. Fax: 562/925-5855
  - b. Email: Office@HEDCollege.com
- 8. Upon receipt, we will contact you to schedule an in-person orientation and a 12-minute entrance exam to determine your eligibility for acceptance into one of our training programs that might benefit you.

## Good Luck and hope to see you soon!

CIT/HED has successfully placed 93%-100% of our graduates in training related jobs since 2010