

# Instruction Sheet

## GBC Career and Technical Education Program

### Application for Admission

#### 1. **Deadline is April 1.**

2. Fill out name, birthdate, and other contact information.
3. Fill out high school and college information
4. Select up to two programs that you would like to apply for mark 1<sup>st</sup> and 2<sup>nd</sup> choice. If one program is full, you may be considered for admission into the 2<sup>nd</sup> choice program. If you are only interested in one program, only mark 1<sup>st</sup> choice.

#### **Application packet materials should be directed towards admission into the GBC CTE programs.**

5. Letters of recommendation should be addressed to Bret Murphy, Dean of Applied Sciences, Great Basin College, 1500 College Parkway, Elko, NV 89801. **Letters should be directed towards admission into the GBC CTE programs.** Letters of recommendation may be attached to the application; they do not need to be sent separately.
6. Resume should include all work history. You may also include additional schooling and/or specific classes, school events and teams, personal awards and accomplishments.
7. Your letter of intent is a personal statement about why you should be considered for admission into the GBC CTE programs.
8. High school transcripts, GED scores, military training records and/or higher education records can be sent to Chris Marshall, Great Basin College, 1500 College Parkway, Elko, Nevada 89801. Transcripts/records do not need to be official.
9. Placement testing for Math and English **MUST** be completed by the April 1 deadline. ACT or SAT scores are acceptable. GBC offers the Accuplacer placement tests, free of charge at all campuses/centers. Attach a copy of your scores to this application.
10. You **MUST** complete the GBC **general** application for admission **online** at [www.gbcnv.edu/admissions](http://www.gbcnv.edu/admissions). You must declare a program of study. The Certificate of Achievement (CT) or Associate of Applied Science (AAS) in one of the CTE Programs (Diesel, Welding, Millwright, Electrical, or Instrumentation).

If you would like to apply for the MTC Scholarship, fill out pages 3-5. The scholarship application is optional, not required for admission into the GBC CTE programs.

Applicants are encouraged to submit a portfolio of work.

If you have questions about the GBC CTE/MTC application process, contact Chris Marshall at 775-753-2175 or [christinem@gwmail.gbcnv.edu](mailto:christinem@gwmail.gbcnv.edu) or Heather Steel at 775-753-2303 or [heathers@gwmail.gbcnv.edu](mailto:heathers@gwmail.gbcnv.edu)

You may also apply for other financial aid by completing the Free Application for Federal Student Aid (FASFA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and the GBC General Scholarship Application found at [www.gbcnv.edu/financial](http://www.gbcnv.edu/financial).



## CAREER & TECHNICAL EDUCATION PROGRAM

### Application for Admission

1500 College Parkway  
Elko, NV 89801  
775-753-2175

*(Fill out electronically, print, sign, and send)*

**Application Deadline: April 1\***

Date \_\_\_\_\_

Name \_\_\_\_\_ Birthdate \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Other Names Used \_\_\_\_\_ E-mail address \_\_\_\_\_

Permanent Address \_\_\_\_\_  
(Street Address) (City) (State) (Zip)

Mailing Address \_\_\_\_\_  
(PO Box) (City) (State) (Zip)

High School Attended \_\_\_\_\_ Graduation Date \_\_\_\_\_

College(s) attended \_\_\_\_\_ Major \_\_\_\_\_

I am applying to enter (you may select up to two programs, indicate 1<sup>st</sup> choice and 2<sup>nd</sup> choice):

- Diesel Technology Program
- Electrical Systems Technology Program
- Industrial Millwright Program
- Welding Technology Program
- Instrumentation – must have AAS-EL or CT-EL or Instructor Approval

\*Deadline for first application review. If programs are not full, applications will be accepted after this date. Each department will admit a limited number of students. Meeting minimum application criteria does not guarantee admission to the program.

#### Great Basin College's Affirmative Action Statement

Great Basin College (GBC) is an Affirmative Action Opportunity (AA/EEO) educational institution. It is guided by the principle that equal opportunity means more than equal employment opportunity, and that access to facilities and services be available to all people regardless of their race, age, religion, color, sex, sexual orientation, disability, or national origin. This principle is applicable to every member of the GBC/NSHE community, both students and employed personnel at every level, and to all facilities and services. The following person has been designated to handle inquiries regarding the non-discrimination policies: Affirmative Action Officer, Great Basin College 775-753-2181.

## Checklist for Career & Technical Education Application

Do not submit the application until you have reviewed this checklist carefully.

- Have you included three letters of recommendation? Two (2) need to be either from a school administrator, school teacher or current/former supervisor; one may be a personal reference.
- Have you included your resume?
- Have you included your letter of intent (personal statement)?
- High school transcripts or GED scores, military training records and/or higher education records if applicable?
- Have you completed the Accuplacer\* placements test for math and English? Or submitted your ACT or SAT scores at the GBC Admissions Office? Attach a copy of those records with this application. \*Accuplacer tests can be taken at any of GBC's centers, and for more information contact a center near you.
- Have you completed the GBC Application for Admissions and declared a major? Applications **must** be completed online at [www.gbcnv.edu/admissions](http://www.gbcnv.edu/admissions)

### Admission Criteria

The Career and Technical Education Department will admit a limited number of students to the CTE Department area disciplines each year. Admission is on a competitive basis. When there are more qualified applicants than there are available spaces in the programs, preference will be given to those with the highest qualifications. Meeting minimum application criteria does not guarantee admission into the program. Those students who meet or exceed the minimum criteria but who are not admitted may reapply in future years. Please check with the program adviser for more information.

### Return completed application to:

**Bret Murphy, Dean of Applied Science**  
**Great Basin College**  
**1500 College Parkway**  
**Elko, NV 89801**  
**Or Fax to 775-753-7534**

# MTC Scholarship Application

The Maintenance Training Cooperative (MTC) Scholarship is supported by local mines and businesses. In most cases, this scholarship includes an internship. Application for the MTC Scholarship is optional and not required for consideration into the programs. If you are interested in applying for the MTC Scholarship complete the following. Applicants may be asked to take a mechanical test to be considered for this scholarship.

Have you ever been fired or asked to resign from employment? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide details:

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## Work History

Starting with your present or most recent employment, list all employment you have had.

Employer Name \_\_\_\_\_ From \_\_\_\_\_<sup>Mo/Year</sup> To \_\_\_\_\_<sup>Mo/Year</sup>

Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Supervisor Name \_\_\_\_\_

Type of Business \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Employer Name \_\_\_\_\_ From \_\_\_\_\_<sup>Mo/Year</sup> To \_\_\_\_\_<sup>Mo/Year</sup>

Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Supervisor Name \_\_\_\_\_

Type of Business \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Employer Name \_\_\_\_\_ From \_\_\_\_\_<sup>Mo/Year</sup> To \_\_\_\_\_<sup>Mo/Year</sup>

Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Supervisor Name \_\_\_\_\_

Type of Business \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

**Education Background**

Name of last high school attended \_\_\_\_\_

Location \_\_\_\_\_ Highest grade completed \_\_\_\_\_

Name/Location of college or trade school attended \_\_\_\_\_

Major \_\_\_\_\_ Highest Level completed \_\_\_\_\_

**Mechanical Background/History**

List any mechanical projects/accomplishments/achievements here: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you 18 years of age or older? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you been convicted of any crime, misdemeanor or felony, (other than routine traffic offenses)? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, list dates of convictions and nature of offenses \_\_\_\_\_  
\_\_\_\_\_

Are you authorized to work in the United States?

Yes \_\_\_\_\_ No \_\_\_\_\_

**References** – List a total of 3 references for this application—of which two need to be either from a school administrator, school teacher or current/former supervisor; one may be a personal reference.

Name \_\_\_\_\_ Title \_\_\_\_\_

Business Name \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Please mark appropriate box for type of reference: School Teacher \_\_\_\_\_  
School Administrator \_\_\_\_\_  
Current or Former Employer \_\_\_\_\_  
Personal \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Business Name \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Please mark appropriate box for type of reference: School Teacher \_\_\_\_\_  
School Administrator \_\_\_\_\_  
Current or Former Employer \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Business Name \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Please mark appropriate box for type of reference: School Teacher \_\_\_\_\_  
School Administrator \_\_\_\_\_  
Current or Former Employer \_\_\_\_\_

### A u t h o r i z a t i o n

**I authorize the MTC Selection Committee to contact all references listed. I understand that I can be terminated from my internship/scholarship by either Great Basin College officials or by my scholarship sponsor at any time if policies and procedures are not adhered to. I understand that the funding of my scholarship by my scholarship sponsor is also subject to meeting all application policies. I also understand that the MTC Scholarship Application will be shared with outside agencies for the purpose of interviews.**

**I understand that the company may make an offer of an internship contingent upon a full medical examination and drug screen by a company-approved physician.**

**To be considered for the MTC Program Scholarship and Internship, I understand that I must provide all of the required application items by the application deadline.**

Name: \_\_\_\_\_  
(Please Print)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**Return completed scholarship application to:  
Bret Murphy, Dean of Applied Science  
Great Basin College  
1500 College Parkway  
Elko, NV 89801  
Or fax to 775-753-7534**