

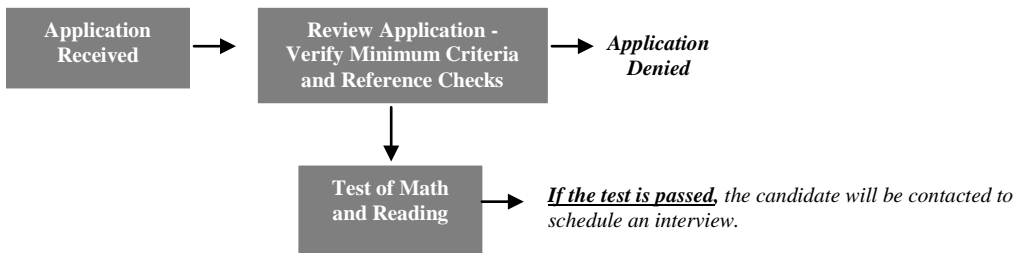
ANIMAL TECHNICIAN ACADEMY

APPLICATION

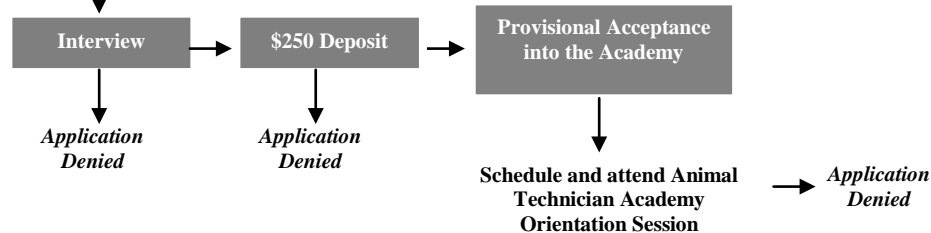
The Animal Technician Academy is a fast-track career training program that provides education and job skills for Laboratory Animal Caretakers. Graduates of the Academy are prepared for employment in a number of jobs in bio-medical research facilities, veterinary offices, animal shelters, and other animal care facilities. This intensive training program requires a **full-time** commitment for 6 weeks. The Academy begins **August 3, 2010**.

We require an application, references, and interview for consideration. The Animal Technician Academy staff selects candidates based on feedback from industry representatives regarding the qualities they look for in employees. There are several steps to the application process. Michigan Technical Education Center (M-TEC) at Kalamazoo Valley Community College (KVCC) will notify candidates by mail, should their application be denied for any reason. Applications will be reviewed to determine whether the candidate meets the minimum criteria for consideration. Candidates will receive additional instruction for the remaining steps in the application process after this initial screening.

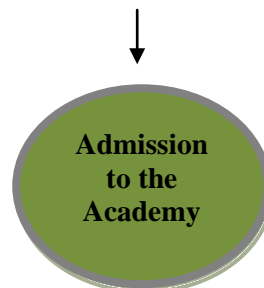
Step One



Step Two



Step Three



STEP ONE: MINIMUM CRITERIA

Application:

Applicants must possess a desire to work with animals, a desire to work in a laboratory environment, and have strong communication skills.

This position requires the ability to work directly with animals with demonstrated animal ethics and a desire for animal welfare. Since animals constantly need to be fed, watered, and exercised, and to have their living spaces cleaned, duties are sometimes repetitious. This job may involve lifting or bending and stooping to clean animal quarters. Animal caretakers should have the ability to monitor, restrain, handle, and care for laboratory animals. They must be able to lift animals, feed, or supplies that weigh up to 50 pounds or more.

Applicants are required to have a High School Diploma or GED and must be at least 18 years old.

This is a requirement for employment.

Applicants should have no felonies.

Criminal background checks will be conducted by all animal technician or animal caretaker employers prior to hire. Most employers of Animal Technicians require a clean criminal background. Failure to disclose a criminal background on the job application will disqualify you as a job candidate.

Applicants may be subject to a background screening prior to acceptance into the Animal Technician Academy.

If you are accepted into the Animal Technician Academy you will be subject to background screening in relation to animal rights activity and participation in animal rights groups or demonstrations. Involvement with certain animal rights groups may disqualify you for employment in the laboratory animal research industry and may impact your participation in the Animal Technician Academy facility tours conducted in week six of the program.

Testing:

Applicants must possess a basic working knowledge of math and be able to speak and read the English language.

Instructions regarding math and reading testing will be provided by Michigan Technical Education Center (M-TEC) staff.

Proper communication skills both verbal and written are important for work in the bio-medical research field. Laboratory Animal Caretakers are responsible for accurate documentation of laboratory research information. Math skills are required to perform calculations necessary for a laboratory environment. Applicants will be required to achieve a minimum score on a math and reading test. **Applicants will be contacted by M-TEC staff to schedule testing.**

Only applicants who pass the testing will move on to the interview.

STEP TWO: INTERVIEW, CONTINGENT SELECTION, AND DEPOSIT

Interviews:

Only those applicants who successfully pass the testing will be contacted for an interview.

Interviews will be conducted by small teams. Through these interviews, the interviewer looks for the same personal qualities and interpersonal skills they would seek in a prospective employee to fulfill the job requirements.

Contingent Acceptance and Deposit Payment:

Applicants who receive provisional acceptance into the program will be admitted to the Animal Technician Academy. The candidate will be required to pay a \$250 deposit to reserve their seat in the Academy. The deposit is non-refundable.

Only applicants who receive contingent acceptance will move on to step three.

STEP THREE: ORIENTATION, ESSENTIAL FUNCTIONS OF THE JOB

Orientation:

Students will be required to schedule and attend an orientation session to discuss the overall expectations of the academy program and the reality of work as a laboratory animal caretaker in the bio-medical research industry.

Essential Functions of the Job:

Please consider each statement below carefully. The following are physical requirements pertaining to laboratory animal caretaking job(s). These physical requirements are essential functions of a laboratory animal technician and caretaker.

- Perform repetitive pulling, grabbing, holding hand movements 8-12 hours per day
- Bend, stoop, and twist 8 to 12 hour per day as required
- Sit and kneel repetitively 8 to 12 hour per day as required
- Stand 8-12 hours per day as required
- Lift 50 lbs. up to 100 times per day as required
- Work in light nuisance dust 8 to 12 hours per day (allergies)
- Work around animals 8 to 12 hours per day (allergies)
- See clearly with safety glasses/goggles or other safety equipment on
- Carry up to 50 lbs. for a distance of 60 feet as required
- Ability to walk 1 to 3 miles per day as required

FINAL PAYMENT:

Applicants who successfully fulfill the requirements of Step Three will receive full acceptance into the Animal Technician Academy. The total cost for the Animal Technician Academy is **\$900**. The remaining balance must be paid on the non-refundable registration fee, due NO LATER THAN two weeks before the start of the Academy.

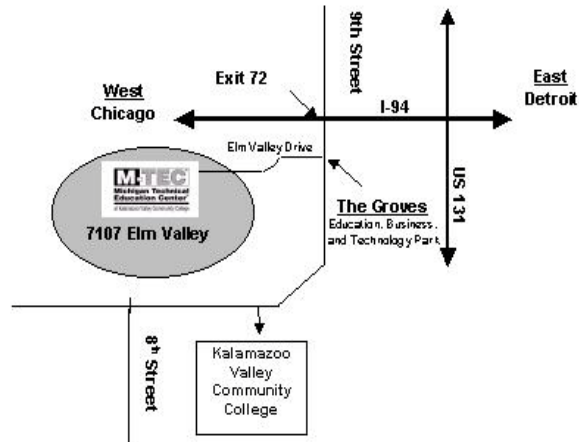
COMPLETE THE APPLICATION:

FOLLOW THESE INSTRUCTIONS CAREFULLY

1. Read every question carefully. Answer every question. If the question does not pertain, write "N.A." within the appropriate space. An extra page has been provided if more space is needed to answer the question. Be sure to include question number when using this extra page.
2. If you have any questions, please call 269.353.1282.
3. **Completed applications to:**

Mail or delivery:

Animal Technician Academy
M-TEC at KVCC
7107 Elm Valley Drive
Kalamazoo, MI 49009
Fax: 269.353.1580



Date ____/____/____

Name: _____
Last First Middle Nickname

Current Address: _____
Address City State Zip Code

Home Phone: (____) _____ - _____ Work Phone: (____) _____ - _____

Other Phone: (____) _____ - _____ Email Address: _____

Are you 18 years of age or older? Yes No

I understand that employment in laboratory animal caretaking is likely to require me to work directly with animals in a laboratory research environment. I am willing and able to accept this type of employment. Yes No

I understand that this occupation requires the ability to stand up to 8 hours, the ability to lift up to 50lbs, and the ability to bend and stoop. I am willing and able to accept this type of employment. Yes No

I understand that employment in the biomedical research industry requires that I have a clean criminal background. Yes No

In your own words, tell us why you have applied to the Animal Technician Academy and how this training fits into your professional goals.

EDUCATION HISTORY: Place a check by the highest level of education you have attended? (Check only one.)

	✓	Name of School/College Attended	Course of Study/Degree	Diploma/Degree Completed
GED Graduate				<input type="checkbox"/> Yes <input type="checkbox"/> No
High School Graduate				<input type="checkbox"/> Yes <input type="checkbox"/> No
Some College				<input type="checkbox"/> Yes <input type="checkbox"/> No
Technical Training Schools				<input type="checkbox"/> Yes <input type="checkbox"/> No
Two Year Degree				<input type="checkbox"/> Yes <input type="checkbox"/> No
Four Year Degree				<input type="checkbox"/> Yes <input type="checkbox"/> No
Graduate School				<input type="checkbox"/> Yes <input type="checkbox"/> No

Have you earned any occupational licenses or certificates? Yes No

If yes, list them here:

Are you legally able to work in the United States? Yes No

If you answered no, please explain.

Have you ever been convicted of a felony or misdemeanor? Yes No

If yes, please explain (include dates and details):

EMPLOYMENT HISTORY: List all the places you have been employed. Start with your present or most recent employer and continue listing all the places you have worked. Add additional pages, if needed.

Present Employer () -
Phone

Immediate Supervisor () -
Phone

Address City State Zip Code

From: _____ To: _____

Job Title/Position Hours per week \$ Earnings Annual Salary Per Hour

Duties and responsibilities: _____

Reason for leaving: _____

Employer () -
Phone

Immediate Supervisor () -
Phone

Address City State Zip Code

From: _____ To: _____

Job Title/Position Hours per week \$ Earnings Annual Salary Per Hour

Duties and responsibilities: _____

Reason for leaving: _____

Employer () -
Phone

Immediate Supervisor () -
Phone

Address City State Zip Code

From: _____ To: _____

Job Title/Position Hours per week \$ Earnings Annual Salary Per Hour

Duties and responsibilities: _____

Reason for leaving: _____

Additional space for question answers. **Please reference appropriate question number.**