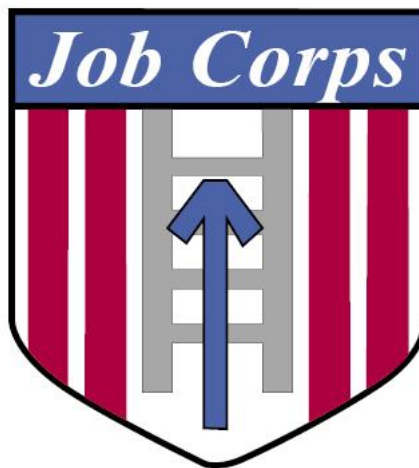


# Treasure Island Job Corps Center

## ADVANCED CULINARY PROGRAM



## Application Package



# Treasure Island Job Corps Center

## Advanced Culinary Program Application



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# Treasure Island Job Corps Center

## Advanced Culinary Program Application



### Application Instructions

We are pleased you are considering attending Treasure Island Job Corps Center's Advanced Culinary or Advanced Pastry Culinary Program. Your instructor or counselor will assist you in completing this application.

In order to qualify for either advanced program, you must have fulfilled the following pre-requisites:

- ✓ **Must be 17 and 6 months when transferred**
- ✓ **High School Diploma/GED**
- ✓ **Basic Culinary TARS**
- ✓ **Driver's License – must obtain at least 7 days prior to intake date**
- ✓ **ServSafe Food Protection Manager Certification (current)**
- ✓ **TABE Scores: Math – 566, Reading – 567**
- ✓ **At least 13 months of remaining Job Corps eligibility**
- ✓ **Completed WBL Hours**

The Culinary Arts Recruiter at Treasure Island will coordinate the reviewing and processing of your application. The final decision regarding your acceptance will be communicated to the person listed as the Transfer Coordinator on the Trainee Information page (see page 4).

While students in advanced trades have the ability to earn some privileges that basic students do not, they are still Job Corps enrollees and are subject to Job Corps rules and regulations including sign in/sign out, quiet hours, daily room inspections, and so on. Advanced students are expected to perform at a higher level. Prospective advanced culinary students should be prepared for another 13 months in Job Corps and abiding by those rules. Anger issues, insubordination and disrespect to staff or other students will not be tolerated in this program.

Upon your acceptance into the Advanced Culinary Program, your center must provide you with the items listed below. Treasure Island JCC **DOES NOT** provide uniforms to transferring students!

1. Two (2) Chef Coats – white, long sleeved
2. Two (2) Chef Pants – black/white checked
3. One (1) Button-down Oxford Shirt – white
4. One black tie
5. One (1) Pair Dress Pants – black
6. One (1) Pair Chef Shoes – black, non-skid, and rubber soled
7. One (1) Knife Set (three piece - chef knife, boning, and paring knife)
8. One set of measuring spoons and cups

Finally, be aware that Treasure Island JCC will only ship three medium sized (16" x 16" x 16") boxes when you separate from the program. You will need to limit the amount of clothing and other items you bring or collect during the year long stay at the center.



# **Treasure Island Job Corps Center**

## **Advanced Culinary Program Application**



### **SEND APPLICATION TO:**

Sharon Doran  
Advanced Training Recruiter  
Treasure Island Job Corps Center  
351 Avenue H, Building 442  
San Francisco, CA 94130

Please do not submit the application in a binder or with each page placed in sheet covers. Medical summaries may be submitted with the application or directly to the Medical Department at Treasure Island Job Corps Center.

### **CONTACTS:**

Chef Charles Fitzgerald  
Culinary Manager  
Office: (415) 277-2425  
[Fitzgerald.charles@jobcorps.org](mailto:Fitzgerald.charles@jobcorps.org)

Sharon Doran  
Advanced Training Recruiter  
Office: (415) 277-2419  
[Doran.sharon@jobcorps.org](mailto:Doran.sharon@jobcorps.org)

Please direct medical questions/issues to Sharon Doran.



# Treasure Island Job Corps Center

## Advanced Culinary Program Application



### Advanced Culinary Program Description

**ADVANCED CULINARY PROGRAM (FULL PROGRAM):** The Advanced Culinary Program requires students complete all six courses listed below (including Baking and Pastry). Every class will run eight weeks. The classes are not self paced and a student must be able to keep up with the rest of the class. The program requires a student have thirteen (13) months remaining with Job Corps (12 months of class time plus four additional weeks due to winter break). Additionally, all advanced culinary students are required to complete at least one (1) work based internship/externship during the year they are enrolled in the program. **A student signed up for the full program is not eligible to change to the Baking/Pastry program after arriving at Treasure Island.**

Courses will be taken in the following order:

| Course   | Certification Course                  |
|--|---------------------------------------|
| <b>Food and Beverage</b><br>Front of the house skills in the Fine Dining restaurant*: Waiter, busser, setting up a dining room, etc.             | Purchasing**                          |
| <b>Garde Manger</b><br>Salads, canapés, serving platters, charcuterie, and mother sauces.  | Controlling Food Costs                |
| <b>Baking</b><br>Baking: breads, breakfast pastries, and pies.   | Servsafe Alcohol                      |
| <b>Pastry</b><br>Cakes and other desserts, confections, and chocolate.   | Nutrition                             |
| <b>Bistro</b><br>International foods, meat fabrication, and nutrition  | Hospitality & Restaurant Management** |
| <b>Fine Dining</b><br>Back of the house for Fine Dining restaurant: Five stations--salad, appetizer, soup, entrée (two stations), and Sous Chef. | Final Project                         |

**ADVANCED BAKING/PASTRY PROGRAM:** Space in this program is very limited – generally we only accept one student per quarter. **Students are considered only if space becomes available.** This program will run seven and a half (7 ½) months. PLEASE NOTE YOUR INTEREST ON THE “TRAINEE INFORMATION” SHEET (PAGE 4).

|   |                       |
|---|-----------------------|
| <b>Baking – 15 weeks</b><br>Baking: breads, breakfast pastries, and pies.         | 8:00 a.m. – 3:30 p.m. |
| <b>Pastry – 15 weeks</b><br>Cakes and other desserts, confections, and chocolate. | 8:00 a.m. – 3:30 p.m. |

\* Treasure Island’s Fine Dining restaurant is open to the public for lunch usually on Tuesday through Thursday.

\*\* All advanced culinary students are expected to pass at least one of these two certifications.



# Treasure Island Job Corps Center

## Advanced Culinary Program Application



### Trainee Information

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Email Address: \_\_\_\_\_ (must be a current address that you access regularly)

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

Date of Entry to Job Corps: \_\_\_\_\_

Current Age: \_\_\_\_\_

Sending Center: \_\_\_\_\_

Check the program you want to take. Choose carefully--**you will not be allowed** to change programs after arriving at Treasure Island. Interested in:

Full Program \_\_\_\_\_

Baking/Pastry \_\_\_\_\_

Transfer Coordinator (Name/Title):

\_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

### ADDITIONAL CONTACTS (please print):

Center Director: \_\_\_\_\_ Phone: \_\_\_\_\_

Wellness Manager: \_\_\_\_\_ Phone: \_\_\_\_\_

Records Manager: \_\_\_\_\_ Phone: \_\_\_\_\_

Chef Instructor: \_\_\_\_\_ Phone: \_\_\_\_\_



# **Treasure Island Job Corps Center**

## **Advanced Culinary Program Application**



### **Commitment Essay/Resume**

#### **Commitment Essay**

Please write a short essay and attach it to this page (minimum three paragraphs) explaining why you chose Culinary Arts training, why you are applying for advanced training at Treasure Island, and what you expect to gain from this program? We would also be interested in any additional comments you wish to add about yourself such as your plans after you graduate, strengths and weaknesses, or special qualities that will make you stand out in this program. We expect you to give a lot of thought to this section.

#### **PLEASE ATTACH THE FOLLOWING:**

**Essay**  
**Resume**



# Treasure Island Job Corps Center

## Advanced Culinary Program Application



### Culinary Instructor Recommendation

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Applicant's TAR Completion Level: \_\_\_\_\_

Attendance Record (circle):      **Excellent**      **Good**      **Marginal**

Describe overall performance in trade. Please reference initiative, basic culinary knowledge, ability to follow directions, and ability to work as part of a team.

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I recommend the above student for Advanced Culinary Arts Training at Treasure Island Job Corps Center.

\_\_\_\_\_  
Instructor

\_\_\_\_\_  
Date

**PLEASE ATTACH THE FOLLOWING:**

**Basic Culinary TAR's (copy – first page is adequate)**

**ServSafe Food Protection Manager Certification (copy)**





# Treasure Island Job Corps Center

## Advanced Culinary Program Application



### Counselor/Career Manager Recommendation

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Please provide a summary of the applicant's ability to relate to peers; work under pressure; and live in a fast paced, diverse, urban environment. Include copies of the CIS evaluation forms filled out for the student's last three evaluations (hand written evaluations can also be included but will not take the place of the CIS forms).

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I certify that the attached documents are current and correct, that the applicant received all clothing allotment due, that the official Job Corps file will arrive within 24 hours of the trainee's arrival, and that the transfer will occur in CIS prior to the applicant's arrival.

\_\_\_\_\_  
Counselor

\_\_\_\_\_  
Date

### **PLEASE ATTACH THE FOLLOWING:**

- Last three performance evaluations – CIS ESP's**
- Copy of Social Security Card**
- Copy of High School diploma or GED**
- Copy of Driver's License**
- CIS Student Profile/ETA 640 (with up to date TAR and medical info)**
- Updated Personalized Career Development Plan (PCDP)**



# Treasure Island Job Corps Center

## Advanced Culinary Program Application



### Center Standards Office Recommendation

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

#### TO BE COMPLETED BY CENTER STANDARDS OFFICER

Summary of applicant's performance history:

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List major discipline incidents with dates throughout Job Corps enrollment:

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Number of unexcused absences for length of enrollment:

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I recommend the above student for Advanced Culinary Arts Training at Treasure Island Job Corps Center.

\_\_\_\_\_  
Center Standards Officer

\_\_\_\_\_  
Date

#### PLEASE ATTACH THE FOLLOWING:

**Student Conduct Profile**

**Case Notes-List Detail from date of enrollment**

**Class Absence Report (previous six months)**



# Treasure Island Job Corps Center

## Advanced Culinary Program Application



### Dress Code Agreement

#### Culinary Arts Cooking Lab Trainee Dress Code

|             |  |
|-------------|--|
| Hair        | Hair that goes past the collar or over the ear must be confined in a hair net or tied back above the collar.   |
| Nails       | Nails should be short and clean. No nail polish or artificial nails. Nails are not to exceed 1/8" beyond the tip of the finger.  |
| Jewelry     | <b>No</b> earrings of any kind or other jewelry - bracelets, large rings, etc. <b>No</b> facial piercing or tongue piercings. (Wedding rings are permitted.) These are safety hazards!                     |
| Hygiene     | Hands should be washed before starting any work with food, food equipment, or eating utensils. Always wash hands again when returning to a food area from other areas (public area, restroom, etc.).       |
| Men         | <b>Must be clean shaven <u>daily</u>.</b> Mustaches are allowed- <u>no other facial hair</u> (e.g., beards, goatees, soul patches, stubble, and mutton chops).   |
| Uniform     | Any uniform, which is a badge of a profession, should be worn with dignity and pride.  |
| Coat        | White chef coat required. Regular white buttons or cloth buttons. <b>Must be kept clean and neat.</b> No wrinkled or dirty clothes will be allowed in class. <i>Note: One should always be in reserve.</i> |
| Hat         | Clean and WHITE – <b>no</b> black or colored hats and never disfigured by sketches or lettering.   |
| Trousers    | Standard black and white checked chef trousers and black slacks (full program only). <b>Must be kept clean.</b> No pegged or baggy trousers will be allowed. <b>NO SAGGING.</b>                            |
| Aprons      | Should be used economically but changed as often as cleanliness requires.  |
| Shoes       | Standard heavy-duty black work shoes with oil resistant non-skid sole.   |
| Side Towels | Should be used at all times. <b>Remember: SAFETY FIRST</b> (towels provided by Culinary Department).   |

If the dress code is not followed, student will be written up and risk losing gold card status.

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Trainee Signature

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Print Name



# Treasure Island Job Corps Center

## Advanced Culinary Program Application



### Minor Consent Form – Health Services

Trainee Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Trainee ID#: \_\_\_\_\_ Resident: \_\_\_\_\_ Non-Resident: \_\_\_\_\_

#### PARENT/LEGAL GUARDIAN

Name: \_\_\_\_\_ Relationship to Trainee: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone#: \_\_\_\_\_

As parent/guardian of the above **minor** trainee, I **give** permission for the trainee to receive basic medical care services provided by the health and wellness center at Job Corps. Basic services include off-center appointments with an eye doctor if needed. I can be reached at the following numbers if needed:

1. Home: \_\_\_\_\_

2. Work: \_\_\_\_\_

3. Message: \_\_\_\_\_

In an emergency, if we are unable to reach the above person, I give authorization for TIJCC to please call the following person(s) regarding the above trainee:

Name: \_\_\_\_\_ Relationship to Trainee: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

I, \_\_\_\_\_, give permission to TIJCC to seek emergency medical and/or psychiatric care on behalf of my minor child and for the physician/hospital to give necessary emergency treatment if I can not be contacted.

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date



# Treasure Island Job Corps Center

## Advanced Culinary Program Application



### Minor Consent Form – Off Center Activities

Trainee Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Trainee ID#: \_\_\_\_\_ Resident: \_\_\_\_\_ Non-Resident: \_\_\_\_\_

#### PARENT/LEGAL GUARDIAN

Name: \_\_\_\_\_ Relationship to Trainee: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone#: \_\_\_\_\_

Trainees enrolled in Job Corps earn passes to leave the center based on satisfactory attendance and performance. These passes are either for recreation trips, day passes, or overnight passes (overnight passes are usually for weekends). Trainees must declare their destination on any overnight pass. Destinations may include home of the trainee, another trainee's residence, or other areas in the local community. While on pass, the trainee is **not** under supervision. Center staff and the center are **not responsible** for transportation, lodging, or food.

Job Corps' policy requires that written permission be obtained from the parent or guardian before passes can be granted to a trainee under the age of 18. We must have this document on file before passes will be granted. Please check the appropriate conditions listed below under which you grant permission for a pass to be issued:

#### I GIVE PERMISSION FOR THE FOLLOWING PASSES:

(    )    Permission denied to take any passes unless otherwise notified.

OR

(    )    Permission only to take passes to return home.

(    )    Permission to take center based recreational trips.

(    )    Permission to take overnight passes on weekends and holidays.

(    )    Permission to leave center for brief periods of time during evening hours and on weekend days prior to center's established curfew hour.

Other conditions: \_\_\_\_\_

NOTE: Trainees must observe the zero tolerance for violence and drug policy while on pass. After trainee reaches the age of 18, this form no longer applies.

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Date



# Treasure Island Job Corps Center

## Advanced Culinary Program Application



### Statement of Completion and Commitment

I acknowledge that upon my acceptance into Treasure Island Job Corps Center's Advanced Culinary Program, I will commit to the thirteen (**13**) months required to complete the Advanced Culinary Program. If I am separated from the program for any reason before completing all the required courses, I will not receive a certificate of completion. \_\_\_\_\_ (initials)

I understand that my decision to accept the invitation to Advanced Culinary Training is voluntary, and I will adhere to all the policies and procedures administered by the Treasure Island Job Corps Center. \_\_\_\_\_ (initials)

I understand that I must complete at least one (1) Work Based Learning assignment during my enrollment in the Advanced Culinary program. \_\_\_\_\_ (initials)

I understand that I will not be allowed to sign up for leisure time employment during my first month in the culinary program. \_\_\_\_\_ (initials)

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Trainee Applicant Signature

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Minor Parent's Signature

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Center Director Signature



# Treasure Island Job Corps Center

## Advanced Culinary Program Application



### Document Checklist/Center Director Sign-off

Please insure that all requested documents are submitted. Any missing or incomplete documents will delay the review process.

- ☐ Trainee Information Sheet
- ☐ Applicant Commitment Essay
- ☐ Updated Resume
- ☐ Culinary Instructor Recommendation
- ☐ Basic Culinary TAR's
- ☐ Copy of ServSafe Food Protection Manager Certificate (no substitutions)
- ☐ Counselor Recommendation
- ☐ Last 3 ESP's (CIS printouts)
- ☐ Copy of Social Security Card
- ☐ Copy of Driver's License (required for acceptance in program)
- ☐ Copy of High School Diploma or GED
- ☐ CIS Student Profile/ETA 640
- ☐ Updated Personalized Career Development Plan (PCDP)
- ☐ Center Standards Recommendation
- ☐ Student Conduct Profile-full length of enrollment
- ☐ Case Notes-full length enrollment (Print "List Detail"-- no individually printed notes)
- ☐ Class Absence Report (previous six months)
- ☐ UA History Report
- ☐ Signed Dress Code Agreement
- ☐ Minor Consent Forms (if applicable)--(1) Health Services (2) Off Center Activities
- ☐ Statement of Completion and Commitment
- ☐ Director Sign-off (Document Checklist)
- ☐ Medical Checklist Summary (included in a separate sealed envelope)

I certify that \_\_\_\_\_ meets the eligibility criteria for transfer to Treasure Island Job Corps Center. I recognize this trainee may be returned to the center for additional training if she/he is unable to meet the basic competencies within the first 30 days. Student will need to reapply for admission.

---

Center Director

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Date



# Treasure Island Job Corps Center

## Advanced Culinary Program



### STUDENT TRANSFER SUMMARY CHECKLIST

Complete summary and forward to the receiving center at least 2 weeks prior to student arrival (refer to PRH-6: 6.4, R2(c)). Each summary section must be completed.

#### GENERAL INFORMATION

Student Name: \_\_\_\_\_ DOB: \_\_\_\_\_ ID#: \_\_\_\_\_

Date of Entry: \_\_\_\_\_ Transferring Center: \_\_\_\_\_

Date of Transfer: \_\_\_\_\_ Receiving Center: \_\_\_\_\_

Insurance (check all that apply):

Private insurance: ☐ Yes ☐ No If yes, enter insurer: \_\_\_\_\_

Medicaid: ☐ Yes ☐ No If yes, enter state: \_\_\_\_\_

Other (specify): \_\_\_\_\_

Allergies: \_\_\_\_\_

Current medication(s) and dosage(s): \_\_\_\_\_

Upcoming appointments (e.g., orthodontic, off-center healthcare provider): \_\_\_\_\_

#### ACCOMMODATIONS

Check one:

☐ Accommodation plan is attached ☐ Student does not have an accommodation plan

Comments (include any specific additional information that needs to be known in relation to the student's accommodation plan such as the use of specific technologies or other information that was helpful in implementing the plan): \_\_\_\_\_

Disability Coordinator Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Disability Co-Coordinator Signature: \_\_\_\_\_

Date: \_\_\_\_\_

HWM Signature: \_\_\_\_\_

Date: \_\_\_\_\_





# Treasure Island Job Corps Center

## Advanced Culinary Program



### MEDICAL

Date of last medical assessment: \_\_\_\_\_

Medical summary (include diagnoses, chronic/acute conditions, and treatments): \_\_\_\_\_

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Activity/Diet/Vocational Restrictions: \_\_\_\_\_

Provider Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### ORAL HEALTH

Check all that apply:

- |   |   |
|---|---|
| <input type="checkbox"/> Refused elective oral examination  | <input type="checkbox"/> Received oral health treatment |
| <input type="checkbox"/> Received elective oral examination | <input type="checkbox"/> Refused oral health treatment  |

If student received priority classification, current priority classification: ☐ 1 ☐ 2 ☐ 3 ☐ 4

Does the student have orthodontics? ☐ Yes ☐ No

If yes, is an updated orthodontic treatment plan in place? ☐ Yes ☐ No ☐ N/A

Oral health summary (include diagnoses, chronic/acute conditions, and treatment): \_\_\_\_\_

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Center Dentist Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### TEAP

Entry Toxicology: ☐ Negative ☐ Positive If positive, list drug(s): \_\_\_\_\_

Suspicion testing dates/results (if applicable): \_\_\_\_\_



# Treasure Island Job Corps Center

## Advanced Culinary Program



TEAP summary (include results of initial assessment, interventions, and dates of all contacts with TEAP Specialist): \_\_\_\_\_

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TEAP Specialist Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### MENTAL HEALTH

Check one:

- ☐ Student received mental health services
- ☐ Student did not receive mental health services

Mental health summary (include clinical impressions from initial intake assessment, interventions [on and/or off center], medications, and any other relevant care management contacts with the CMHC): \_\_\_\_\_

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CMHC Signature: \_\_\_\_\_

Date: \_\_\_\_\_