



Carteret Technical Institute



# Mayor Daniel J. Reiman

& the Carteret Business Partnership *present*

## The Carteret Technical Institute

### Scholarship Application

*Mayor Daniel J. Reiman, the Carteret Public Library, and the Carteret Office of Information Technology, present the scholarship application to residents of Carteret who wish to be considered for the training program. The scholarship shall be made available several times a year to classes limited to ten students at a time. Applicants must be both residents of Carteret and demonstrate aptitude and sufficient technology experience.*

**Who may apply?** Applicants must be residents of the Borough of Carteret. Applicants must have graduated high school. Applicants must be at least 18 years of age prior to the start of the class.

**How may I apply?** Please follow the three steps below:

- Step One:** Fill out the scholarship and information packet
- Step Two:** Complete and sign commitment form and policy agreement
- Step Three:** Apply for an evaluation session at the Carteret Public Library (see our website).
- Step Four:** Include 2 letters of recommendation(s) from (for example) a teacher, coach, pastor, etc..
- Step Five:** If you are accepted you must consent to a background check, fingerprinting, and a service commitment.

**Where do the classes take place?** The Carteret Public Library Learning Lab annex in the Deverin Center at 100 Cooke Avenue, Carteret, NJ.

**When do the classes take place?** The current program offers classes limited to ten students for a training period of two months.

**When will I be informed of the scholarship committee's decision?** Applicants will be informed within three weeks after the completion of their evaluation. Email the application to [info@carterettech.org](mailto:info@carterettech.org).

**[www.carterettechnicalinstitute.org](http://www.carterettechnicalinstitute.org)**



The Carteret Technical Institute  
Application

# The Carteret Technical Institute

## APPLICATION

FIRST NAME: \_\_\_\_\_

MIDDLE NAME: \_\_\_\_\_

LAST NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PRIMARY PHONE: \_\_\_\_\_

PRIMARY EMAIL: \_\_\_\_\_

FACEBOOK: \_\_\_\_\_ TWITTER: \_\_\_\_\_

Briefly describe who you are and why you would like to apply for this scholarship? **Please answer on another sheet of paper:**

- 1) Please describe your previous education experience.
- 2) What role does technology play in your life?
- 3) How do you believe this scholarship will help your life goals?



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# The Carteret Library Technical Training Hub Scholarship

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## POLICY & PROCEDURES

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This handbook exists to foster the efficient operations of Carteret Library Technical Training Hub. To meet this objective, the program's administration is given flexibility and the ability to exercise discretion. In appropriate circumstances, the program's executive director has the discretion to take actions other than those specified in the handbook. This handbook is not intended and should not be considered to create any additional rights for students.

The contents of this handbook and policy guide are a legally binding contract between the student and the Carteret Library Technical Training Hub. This handbook represents the rules, policies, and procedures of Carteret Library Technical Training Hub, which must be followed and adhered to at all time by students.

### *Student Responsibilities*

**Attendance:** Due to the intense technical nature of the program, students are encouraged to attend all classes. In the event of school closure, students are to refer the Facebook page of the Carteret Public Library for closure. Students with excessive absences may be asked to leave the program.

**Background Checks:** In order to join the program students must consent to a background check and fingerprinting. Scholarships are only open to Carteret citizens in good standing with clear records.

**Class Materials:** Students are provided with an authoritative hardcover book to be used as a personal study guide. If the book is lost for any reason, a replacement fee of \$100 will be assessed. Laptops will be provided for in-class use and students are to express care and proper use of all technological materials. Student lab sessions will provide students with an opportunity to use actual computers for repairs and technical evaluation. Students should carefully follow the directions of the instructor.

**Conduct:** As this is a scholarship program for adults, high levels of professional decorum are expected among all students.

**Dress:** Training involves professional dress, and students are to be attired properly.

**Follow-Up Commitment:** Students who receive a scholarship and complete the program commit themselves to two post-graduate evaluations. The purpose of these evaluations is follow the post-graduation progress of students and to offer data for the enhancement of future programs.

**Residency:** Scholarship students must reside in Carteret, New Jersey.



**Service Commitment:** Upon graduation students must provide 25 technical-services volunteer hours either at the Carteret Public Library and or under the direction of the Carteret Information Technology department within a two (2) year period.

**Statement of Non-Discrimination:** The Borough of Carteret, the Carteret Public Library, and Carteret Business Partnership does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

**Testing:** All potential scholarship applicants must sign-up and take a pre-admission test evaluation test in order to be considerable eligible for program participation. The program requires a moderate degree of pre-existing computer knowledge in order to succeed in this intensive training program.

**Technology Acceptable Use Policy:** By signing this policy agreement indicates that you have read, understand and agree to abide by the provisions of the Technology Acceptable Use Policy. Students are only permitted to use the internet or computers under the direct supervision of a teacher. The user will not upload, download, or bring into the school, material deemed inappropriate. This would include, but not be limited to any material that contains profanity, vulgarity, obscenity or violent content. Materials that are racist, abusive, degrading, or promote intolerance, prejudice, harassment, or insult any individual, ethnic, or religious group are unacceptable. Transmission of material, information or software in violation of any, local, state, or federal law is prohibited.

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## The Carteret Technical Institute

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### STUDENT SERVICE COMMITMENT AND POLICY AGREEMENT

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*By signing this document, the student acknowledges, accepts, and will abide by the policies and procedures of the Carteret Technical Institute.*

PRINTED NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

