

**ENGLISH AS A SECOND LANGUAGE
VOCATIONAL SKILLS ASSESSMENT CERTIFICATION
ADMITTANCE DOCUMENTATION**

The purpose of the English as a Second Language Program is to develop English skills that are necessary to enable the applicant to use already existing knowledge, training, or skills, and upon completion, pursue utilization of the skill(s) in gainful employment or advancement.

Applicant Name _____ Social Security # _____
First Name Middle Name Last Name
Current Address _____ Date of Birth ____/____/____
Street Apt. #
City State Zip Home Phone # _____
Email Address _____ Work Phone # _____
Cell Phone # _____ Emergency # _____
Other than above phone numbers

Country of Origin _____ Current Citizenship Status _____

Number of years of formal education _____

Do you have the equivalent of a B.A. Degree (in the U.S.)? _____ Yes _____ No

What do you consider your primary knowledge, training, or skills, or what is or has been your occupation?

D.O.T. Code (Directory of Occupational Titles) _____

Describe your prior training, education, skills, or work experience (be specific) _____

APPLICANT CERTIFICATION

I am requesting admittance to the English as a Second Language Program and hereby certify that I need to acquire English skills in order to use or better use my existing skills, knowledge, or training that I have identified above. I intend to seek employment upon completion of the ESL Program.

Applicant Signature Print (Last Name, First Name, M.I.) Date

INSTITUTION'S DETERMINATION OF ESL NEED

Checkmarks denote evaluation of each of the following:

- ____ Applicant's designation and description of existing knowledge, training, or skills
____ Applicant's Certification of need for ESL training to use existing knowledge, training, or skills
____ Interview of Applicant concerning need for ESL instruction
____ External Recommendation

Upon review and evaluation of the foregoing items and of any other information and documentation provided by the Applicant, I have determined that (Applicant's Name) _____ needs ESL training in order to use existing knowledge, training, or skills.

Admissions Associate _____ Date _____

**FOREIGN HIGH SCHOOL CERTIFICATION
(IF DOCUMENTATION IS UNAVAILABLE)**

I hereby certify that I have graduated from _____ High School / Secondary School
(school name)
in _____ in _____. I am unable to provide documentation
(city) (state) or (country) (year)

because _____.

Note: If you are applying for Federal Grants this document may be required to receive these grants

Student Signature Date

EXTERNAL RECOMMENDATION

I certify that I am acquainted with the applicant, and his/her background/history and based on this knowledge, I believe and can certify the above information to be true; (to the best of my knowledge) in particular the high school and college information. I also certify that I have no direct affiliation with the institution.

I further certify that I have assisted and/or interpreted for the applicant in completing this information and believe he/she has an understanding of the contents. _____ Yes _____ No

Print (Last Name, First Name, M.I.) Occupation/Agency Occupation/Position in Organization/Agency

Address _____
Street Apt. # City State Zip

Phone Number (Best contact number) Email

Signature Date

DOCUMENTATION OF BASIC ADMISSION REQUIREMENT(S)

The items listed below must be completed by the applicant without assistance:

Name _____ Phone Number _____
First Name Middle Name Last Name

Street Address Apt. # City State Zip

WRITE THE ENGLISH ALPHABET (Without Assistance):

LIST AT LEAST FIVE COMMONLY USED ENGLISH WORDS (Without Assistance):

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Applicant Signature Date

APPLICANT CERTIFICATION II

I certify that all information contained herein is true and correct. I further understand that if it is determined that any information is false or incorrect that I will be immediately dismissed, and if I have received any type of federal student financial aid as a result of providing false information, I will be reported to the U.S. Department of Education. False information may include, but not be limited to documentation of skills or educational experience and background.

Applicant Signature Date