

# Career Beginnings, Inc.

A Texas Non-profit Educational Corporation

1302 Waugh Drive, PMB 224 • Houston, Texas 77019

713-660-7085 Telephone

[www.careerbeginnings.org](http://www.careerbeginnings.org)

713-634-2795 Fax

## APPLICATION

Career Beginnings is a non-profit organization that prepares individuals to become self-sufficient through training in computer and general office skills. Our training program consists of a 10-week course to prepare you for an office position and includes a graduation luncheon and certificate upon completion.

To be considered for the course, you must be 18 years old and not have a college degree. You must qualify based upon your income (an income/expense sheet is attached). If you have questions, please call during the evenings and weekends or leave a message. This course is offered to individuals who can not afford to pay for training.

Brompton Square Community Center, Brompton Square Apartments (Spring Branch) at 1323 Witte Rd. (on bus line)

### Mail or Fax completed application to be considered for the next evening class – limited seating

Full legal name: \_\_\_\_\_ Date: \_\_\_\_\_

Current Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Other Telephone Numbers: \_\_\_\_\_

Email Address: \_\_\_\_\_ Level of school you have completed: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Soc. Sec. No. \_\_\_\_\_ TX Driver's License or ID No.: \_\_\_\_\_

US Citizen (not required)?  yes  no. If not, are you a resident with a green card (not required)?  yes  no

Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Position: \_\_\_\_\_

Have you ever been convicted of a felony?  yes  no; If yes, you are still eligible.

Have you ever been convicted of a misdemeanor involving violence?  yes  no

Have you been in any rehabilitation facility?  yes  no. How long? \_\_\_\_\_

In case of **emergency**, notify: \_\_\_\_\_ Relationship \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Alternate Telephone \_\_\_\_\_

Name of nearest Relative: \_\_\_\_\_ Relationship \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Alternate Telephone \_\_\_\_\_

Do you know anything about Windows, Microsoft Word, Excel, or PowerPoint? If yes, please describe how much you know about each of the programs.

\_\_\_\_\_

Do you know how to type?  yes  no. Approximately how many words per minute do you type? \_\_\_\_\_

REFERRED TO CAREER BEGINNINGS BY: \_\_\_\_\_

Please complete the attached income and expense worksheet. This will help us determine if you qualify for the course based upon your net income. If you have more than \$300 left over after you have paid your bills, you will not be eligible.

If you are unemployed, you do NOT have to fill in the expense sheet. You automatically qualify.

Unemployed for how long? \_\_\_\_\_

If we are unable to accept you into the program at this time, do you want us to keep your application on file for future classes?  Yes  No

**MONTHLY LIVING EXPENSES and INCOME**

(This information is kept confidential.)

Please complete the following by estimating your monthly expenses. Regarding amounts that vary from month to month, please put an average. If you share a home with someone, write in only your portion of that expense. If you have any questions, please call: 713-660-7085.

**Income**

\$ \_\_\_\_\_ Total of all Income after taxes (must show proof of income – please attach a copy)

**Expenses**

- \_\_\_\_\_ Housing
- \_\_\_\_\_ Telephone
- \_\_\_\_\_ Food
- \_\_\_\_\_ Transportation (auto payment, bus)
- \_\_\_\_\_ Gasoline
- \_\_\_\_\_ Utilities (Elec., gas, water)
- \_\_\_\_\_ Medical expenses
- \_\_\_\_\_ Insurance (Health and Auto)
- \_\_\_\_\_ Laundry/cleaning
- \_\_\_\_\_ Children's school activities
- \_\_\_\_\_ Child Care
- \_\_\_\_\_ Child Support
- \_\_\_\_\_ Credit Card Payments (total)
- \_\_\_\_\_ Loan(s)
- \_\_\_\_\_ Other monthly expense – please explain \_\_\_\_\_

- \_\_\_\_\_ **Total of all expenses**

\$ \_\_\_\_\_ **NET INCOME (Subtract your total Expenses from your Income. You may have more expenses than income. If so, the amount will be negative.)**

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_