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**Appendix 102**

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**INFORMATION FOR PERSONAL CAREER DEVELOPMENT PLAN**

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Admissions Counselors must use this form *only* to collect information for the applicant's Personal Career Development Plan, and to help Job Corps provide services to the applicant if he or she enrolls in Job Corps. The information collected must not be used to determine whether the applicant meets eligibility requirements.

Responses should be recorded in the Outreach and Admissions Student Input System (OASIS).

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**A. APPLICANT HISTORY**

1. Explain reason for pursuing further training.

**B. GOALS**

1. Short-term goals (*What does applicant plan to accomplish during Job Corps enrollment?*)
2. Long-term goals (*What are the applicant's career, educational, career technical training, and personal plans subsequent to Job Corps enrollment?*)
3. Action plan for accomplishing these goals, including target dates (*Discuss with the applicant short- and long-term goals, and establish realistic target dates for completion.*)

**NEEDS**

1. Discuss recommended length of stay to receive the maximum benefit from the program. Record and summarize applicant's responses to discussion of planned duration of training.
2. Does applicant have an interest in a specific career technical training area?  
Yes/No If yes, please explain.  
*List choices, if no. Summarize results of career technical training choices discussion.*
3. If required, is the admitted applicant willing and able to relocate for advanced training or placement? Yes/No

4. Discuss career technical training choices, and correlation with labor market information. Summarize discussion of need and willingness to relocate for advanced training and quality placement.