



Please read before starting the Fall 2009 Job Readiness Training Application

You **must** have Adobe Reader version #9 in order to complete ALL ONLINE C-CAP applications. Please visit <http://get.adobe.com/reader/> to download the latest version of Adobe Reader.

If you are unable to complete your application, you **can** save the application to your computer. Please click on file, select 'Save As' and save the document with your first initial, last name and the name of your school (example: 'ncopelandnortheast'), save your document to the location of your choice. If you don't save your incomplete application, you **MUST** begin the entire application again. Once you've completed your online application, please email it to me at ncopeland@ccapinc.org.

****PLEASE REMEMBER TO SAVE YOUR APPLICATIONS, IF YOU DON'T SAVE YOUR INFORMATION- YOU WILL LOSE IT!**

Instructions for submitting documents for Fall 2009 Job Readiness Training Application:

Your completed application must be submitted by **October 22, 2009**- all completed applications must be emailed to ncopeland@ccapinc.org.

Please make sure you print (or save) a copy of your application for your own records.

****Technology isn't perfect, if I don't receive your email; your backup copy is the ONLY completed copy. Please keep your copy of the application in a safe place****

Please only complete the online application IF you (and your parent/guardian) are able to e-sign the application. If your parent/guardian is unable to e-sign the document, please print the application and fax it to me at **773-305-0906 by October 22, 2009**:

If you or your parents have any questions, please don't hesitate to call or email me.
Thank you,

Nicola Copeland
C-CAP Chicago, Program Coordinator
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