



Blind & Vision Rehabilitation Services of Pittsburgh ProMOTE Application Form

PROMOTE PROGRAM DESCRIPTION

What: ProMOTE “Professional Mastery of Office Technology for Employment” has been developed by National Industries for the Blind to address the growing need for qualified professional talent and to provide blind candidates the opportunity to enhance skills for upward mobility and career opportunities.

Where: The program will be held at Blind and Vision Rehabilitation Services of Pittsburgh (BVRS).

When: April 29 - May 24, 2019

ProMOTE will focus on the following core areas:

- Microsoft Office (Outlook, Excel, Word and PowerPoint)
- Advanced Internet usage (e.g. research)
- Configuring and troubleshooting Assistive Technology/JAWS
- Navigating Microsoft Windows
- File Management

This course is a four-week intensive study program that will take place Monday through Friday during business hours. By completing and submitting this application you are affirming that you are prepared to travel independently to BVRS, attend all classes and events and take care of costs not covered by the program.

The application consists of eight sections:

1. [Contact Information](#)
2. [Program Requirements](#)
3. [Background and Readiness](#)
4. [Resume](#)
5. [Recommendation](#)
6. [Documentation of Legal Blindness](#)
7. [Verification](#)
8. [Submit \(Includes Directions for Sending in Your Application\)](#)

I. APPLICANT CONTACT INFORMATION

Please provide the required information in the space to the right of each item.

Name:

Job Title:

Agency or Company Name:

Location Address:

City, State and Zip Code:

Work Phone:

Work E-mail Address:

Home or Cell Phone:

Home address:

Home or Personal E-mail Address [optional]:

Date of Birth:

II. PROGRAM REQUIREMENTS

Review the ProMOTE eligibility requirements listed below. Answer each of the items with either “yes” or “no” or a brief answer in the space provided after the question. By submitting your application, you are agreeing that these statements truthfully describe you and your qualifications.

1. I have basic working computer skills, including:
 - a. Basic to intermediate skills with Microsoft Office Suite, particularly Word, Excel, Outlook
 - b. Touch typing skills, at least 30 words per minute
 - c. General awareness of the Web and Web-based research
 - d. General proficiency in JAWS or other screen reader
 - e. Have a general awareness of PowerPoint and its capabilities

Answer:

2. I am willing to participate fully in classroom discussions, break-out sessions and the assigned final project.

Answer:

3. I am willing to engage fully in projects and exercises that require me to work individually and with others as a team.

Answer:

4. If working I am prepared to practice on-the-job what was learned during ProMOTE and share with other employees and management at my organization.

Answer:

5. I am prepared to:

- a. Travel independently to Pittsburgh PA
- b. Attend the classes and events and meet the requirements of the program; and
- c. Take care of incidental costs not covered by the program.

Answer:

6. I am prepared to give ProMOTE my interest, effort and support for the duration of the program.

Answer:

III. APPLICANT BACKGROUND AND READINESS

For the eleven essay questions, please provide your response under each question.

1. Why do you want to participate in ProMOTE?

2. Have you participated in training or classroom work similar? For example, have you attended college classes, educational seminars, multi-day training, etc.? If so, please describe. If not, describe how you'd be a good student.

3. Explain how your interests and experience make you a good candidate for this program?

4. What are your short-term career goals (*i.e.*, two and five years from now)? How do you see yourself using the skills you will develop in the ProMOTE course?

 5. To what degree do you use your computer in your current job and private life? Also, please describe your use and your proficiency level with Microsoft Word, Excel, Outlook, and PowerPoint on-the-job and elsewhere.

 6. What assistive technology do you use to read, work on a computer and navigate the internet?

 7. Have you received any training on the use of your assistive technology within the past year? Please describe what was covered in the training and its duration.

 8. What browser do you use? For what purposes do you use the internet?

 9. Describe your typing skills and answer the following questions:
 - a. How many words per minute do you type?
 - b. What keys would you press to input the @ symbol?
 - c. Are you comfortable using modifier keys e.g. Control, Alt and Shift to perform various functions in Windows and Office programs?

 10. Describe your learning style and personality, addressing the following questions:
 - a. Do you like to work alone or with partners and groups?
 - b. Do you like to express your opinion and ask questions often or listen while others talk?
 - c. Do you want frequent feedback about your work?
 - d. Do you enjoy large assignments or shorter tasks? How do you approach large projects?
 - e. Feel free to include any other descriptions of your study habits.
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11. Describe a way you have shared skills you already have with a co-worker, peer, or manager.

IV. RESUME

Your application package must include your resume. Please attach the e-file of your resume when you email your application form.

V. RECOMMENDATION

A letter of recommendation can be submitted either by the applicant or by those who completed the Recommendation Form.

To be considered for ProMOTE, please enclose a letter of recommendation with your application.

VI. DOCUMENTATION OF LEGAL BLINDNESS

Please enclose documentation of legal blindness with your application.

VII. Application Verification

I have read, fully comprehend, and meet these eligibility requirements and have completed this application form myself. Type in your name, as verification, here:

VIII. SUBMITTING YOUR APPLICATION

Submit: Send all materials via email.

To be considered for ProMOTE, we must receive all completed materials by Monday, April 15.

1. Application Form
2. Applicant's professional resume
3. Recommendation Form – note: this may be sent separately by the authors
4. Documentation of Legal Blindness

Please send your completed application packet via e-mail to tmorsek@pghvis.org. Please do not fax your application – we cannot accept facsimile transmittals.

If you have questions, please contact Tracey Morsek at 412-368-4400 or tmorsek@pghvis.org.