

Description of Application Attachments

➤ Completeness

- Applications will be accepted through [April 21, 2007](#) for Holt of California sponsorship in the ThinkBIG program for 2007-08 and 2008-09 academic years.
- **ALL** of the items listed below must be submitted prior to the April 21st application deadline to be considered for sponsorship.
 - 250 Word Essay & Resume
 - Three Letters of Reference
 - Official High School Transcripts
 - Apprenticeship Location Form
- Applications may be submitted by mail (USPS, UPS, FedEx, etc.) with a post mark (or equivalent) prior to the April 21st deadline or hand delivered to Max Jones at a Holt of California facility.

➤ 250 Word Essay

- In summary, this essay should describe why you want a career in the Diesel/Heavy Equipment Industry, including why you feel it is a good choice for you.
- You may include descriptions of related work and experience, as well as examples of your work ethic and/or character.

➤ Letters of Reference

- The three letters of reference should be statements that address things about you like; why this is a good career choice for you; your work ethic, character, related work experience, leadership roles, or other areas where you have excelled.
- These should be written by three people with different perspectives on you, such as:
 - Current/former teacher(s) or someone who has instructed you.
 - Current/previous employer(s), whether you worked for wages or volunteer.
 - School or club counselor, administrator or advisor.
 - Any other person of your choosing like family member, neighbor, co-worker, etc.
- **NOTE:** The Letter of Reference form included with this package can be used if you find it difficult getting people to respond to your request. If you need additional forms, please feel free to make copies or visit our website <http://holtca.cat.com> to download more forms.

➤ Apprenticeship Location Form

- This form is used to indicate your preference for where you would like to complete your internships and then work following graduation from SJDC. If you choose more than one location, please comment on how or why you prioritized your choices in the space provided.

➤ Resume

- Your resume should follow a standard format, highlighting your related education (shop or technical classes), career and leadership activities/roles (FFA, Scouting, Community Service, etc.), as well as any awards, certificates or commendations you have received.

➤ High School Transcripts

- All applicants **MUST submit official school transcripts from your high school** (or G.E.D or C.H.S.P. certification).
- In addition, official transcripts from any applicable college/university should be included with the application.

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➤ SJDC Application for Admission

- This form can be found on-line at <http://www.deltacollege.edu/dept/ar/admissions/fivesteps.html> or completed and submitted at either of the two SJDC Open House Events that will be held for ThinkBIG candidates and their families. The dates and times for these events will be:

[Saturday, February 24, 2007](#); and [Saturday, April 21, 2007 – 8:30am to 3:00pm](#)

- If you do not attend one of the open houses listed above you must complete and submit the On-line Application for Admission form when you take the SJDC Academic Assessment and Placement test.
- Registration at SJDC does not obligate you to enroll in, or attend classes there, nor is there any cost associated with filing the Application for Admission.

➤ SJDC Academic Assessment and Placement Test

- The SJDC Academic Assessment and Placement tests must be completed, and a release form signed, prior to the [April 21, 2007](#), application deadline for you to be considered in the Fall 2007 ThinkBIG selection process. The SJDC Academic Assessment and Placement test can be completed by:
 - Attending one of the SJDC Open Houses listed above, or attending one of the regularly scheduled SJDC assessment tests (See contact list for information)
- The ThinkBIG program has two Academic Assessment test requirements as follows:
 - Reading Level II and Composition Level II for acceptance into the program. Applicants who test below this level can not be considered in the Fall 2007 selection process.
- Your assessment test results will be forwarded to Holt of California. However, please include a printout of your results with the application. Results are available on-line, or through the counseling center.

➤ Wiesen Mechanical Aptitude Test

- This is a 60 question, 30-minute timed test designed to measure your understanding of how mechanical things operate. It is not highly technical, but rather a series of drawings with corresponding questions on what is, or will happen.
- This test can be taken at one of the SJDC Open Houses, or by scheduling a time with either Max Jones or Alin Ciochina @ Delta College.
- Completion of this test prior to the [April 21, 2007](#) deadline is mandatory for ThinkBIG and scholarship applicants.

➤ Suggestions You Might Consider to Enhance Your Chances for Sponsorship

- ***Work on your application early and submit it at the February 24th Open House.*** We will be starting our interviews in March, and it never hurts to make a good impression early.
- ***Establish a personal relationship (3+ personal visits) with the “decision makers” (service manager, foreman, leadman, mentors, etc.) at the store(s) you want to intern/work at BEFORE the May Interviews.*** I can help introduce you to them, but you are also welcome anytime at any of our facilities. Just ask for the Service Manager or Foreman and introduce yourself as a ThinkBIG candidate.
- ***Develop/create something you can bring to your interview that shows technical or mechanical projects you’ve worked on.*** This can be a photo album, FFA Record book, awards, certificates, etc. that demonstrate your passion and ability to build or repair.
- If you have any questions please don’t hesitate to contact Max Jones Jr. at 916.991.8234 (office), 916.798.3424 (cell), or mjones@holtca.com.