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Gunsmithing Applicant

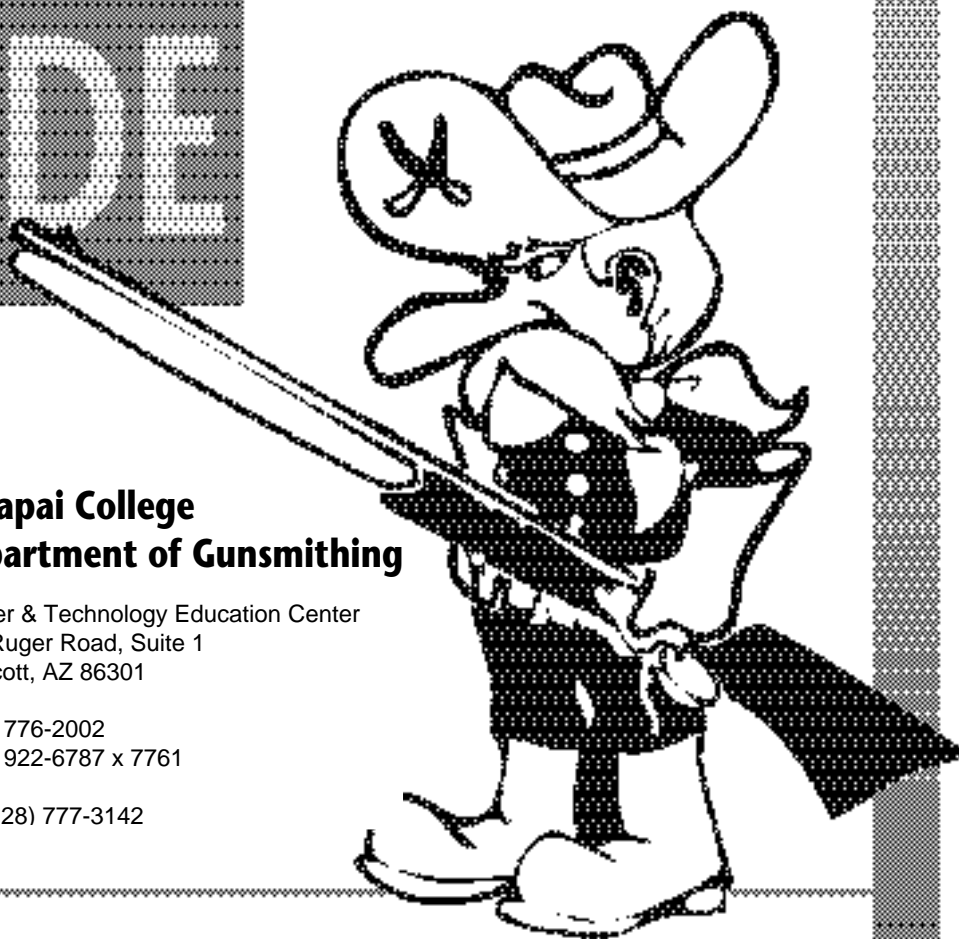
Information GUIDE

Yavapai College Department of Gunsmithing

Career & Technology Education Center
220 Ruger Road, Suite 1
Prescott, AZ 86301

(928) 776-2002
(800) 922-6787 x 7761

fax (928) 777-3142



Department of Gunsmithing

Application for Admission

Name _____

Address _____ City _____ State _____ Zip _____

Phone _____ Social security number _____

When do you anticipate entering the Yavapai College gunsmithing program? Fall Year _____

Have you previously applied for this program? _____ Year _____

Have you taken college English composition? _____ Year _____ Grade _____

What is the highest level of English/Math you have completed? _____

Institution _____

Have you taken the Yavapai College English placement test? _____ When? _____

Please respond to the following (attach additional pages if necessary):

1. Where did you learn about the Yavapai College Gunsmithing Program?

2. What are your career goals as a gunsmith?

3. What experiences have you had in gunsmithing?

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Department of Gunsmithing

Professional Reference

To be completed by applicant:

_____ is applying for acceptance into the gunsmithing program at Yavapai College. Please fill out the following form. Your cooperation is appreciated.

In accordance with the Privacy Act, the applicant has requested this information:

be held confidential by the Admissions Committee **OR** will be shown to the applicant upon request

To be completed by person providing reference:	Above Average	Average	Below Average	Comments
Attitude, motivation				
Initiative, creativity				
Interpersonal relationships				
Reaction to criticism				
Dependability, responsibility				
Maturity in judgement; handling of crises				
Personal habits; courtesy, grooming				

Additional comments: _____

How long have you known this applicant? _____ Teacher Employer Supervisor

At this time, I decline to complete this reference form.

Please print name, address and phone number of person providing reference _____

Signature _____ Date _____

Occupation/position _____

Return to: Yavapai College, Department of Gunsmithing, 1100 East Sheldon Street, Prescott, Arizona 86301

Department of Gunsmithing

Gunsmithing Student's Health History

To be completed by student: Failure to complete this form **in full** and submit to the Gunsmithing Department may cancel your admission to gunsmithing classes.

Name _____ Date of Birth _____

Address _____ City _____ State _____ Zip _____

Phone _____ Male Female

In case of emergency, notify _____ Phone _____

Home Address _____ Business phone _____

Personal history

Health/accident insurance? _____

Carrier policy or card number _____

What is the present state of your health? _____

Are you restricted in your activities for health reasons? Yes No If yes, describe. **(If yes, an additional physician's statement may be required.)** _____

Do you have any documented disabilities? Yes No If yes, be advised that you must contact your counselor a minimum of 4-6 weeks before beginning the Gunsmithing program for any special arrangements.

Are you able to lift at least 75 pounds? Yes No

Are you currently on Vocational Rehabilitation? Yes No

If yes, which state coordinates your rehabilitation services? _____

Have you had: (please respond to each item)

	yes	no		yes	no		yes	no
mental illness	_____	_____	back problems	_____	_____	hernia	_____	_____
epilepsy/seizures	_____	_____	diabetes	_____	_____	hearing loss	_____	_____
hepatitis	_____	_____	hemophilia	_____	_____	heart trouble	_____	_____
chemical addictions	_____	_____	vision loss	_____	_____			

Are you bothered by: (please respond to each item)

	yes	no		yes	no		yes	no
headaches	_____	_____	fainting	_____	_____	chest pains	_____	_____
tiredness/fatigue	_____	_____	nervousness	_____	_____	discouragement	_____	_____
worry	_____	_____						
other	_____							

Do you have known allergies? Yes No If so, what? _____

Are you now taking any medications? _____

Any other serious illness, surgery, or accident? _____

This information will be kept confidential and used to ensure that gunsmithing students will be able to participate in all required activities.

Student Signature _____

Date _____

Department of Gunsmithing

Disclosure Statement

As required by the Bureau of Alcohol, Tobacco and Firearms (BATF), all students making application to enter the Gunsmithing Program at Yavapai College must furnish the information requested below. Failure to comply with the request will result in your application being denied consideration for admission to the Gunsmithing Program. Please fill out the information and have the document notarized before mailing to Yavapai College. This completed information will be kept confidential.

1. Name (First, Middle, Last) _____

2. Height _____ 3. Weight _____ 4. Race _____

5. Residence Address (No., Street, City, State, Zip Code) _____

6. Date of Birth _____ 7. Place of Birth _____

8. Social Security Number _____

9. Each of the following questions must be answered with a "yes" or a "no" inserted on the line at the right of the question.

A. Are you under indictment of information in any court for a crime which the judge could imprison you for more than one year? An information is a formal accusation of a crime made by a prosecuting attorney. _____ **Yes/No**

B. Have you been convicted in any court of a crime for which the judge could have imprisoned you for more than one year, even if the judge actually gave you a shorter service? _____

C. Are you a fugitive from justice? _____

D. Are you an unlawful user of, or addicted to, marijuana, any depressant, stimulant, or narcotic drug or any other controlled substance? _____ **Yes/No**

E. Have you ever been adjudicated mentally defective or have you been committed to a mental institution? _____

F. Have you been discharged from the Armed Forces under dishonorable conditions? _____

G. Are you an alien illegally in the United States? _____

H. Have you ever renounced your United States citizenship? _____

I hereby certify that the answers to the above are true and correct. I understand that a person who answers Ayes@ to any of the above questions is prohibited from purchasing and/or possessing a firearm, except as otherwise provided by Federal Law. I also understand that the making of any false oral or written statement or exhibiting or any false or

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misrepresented identification with respect to this transaction is a crime punishable as a felony and would prohibit you from entering the Gunsmithing program at Yavapai College. In addition, I give permission to the Yavapai College Safety Department to perform a Wants and Warrants check, referred to as NCIC (National Crime Information Center) and ACIC (Arizona Crime Information Center) to verify that I am currently not wanted for any crimes in Arizona, any other state or Federally.

Please attach a photo copy of your drivers license to this form!

Full name (please print) _____

Signature _____

Notarization required:

State of _____, County of _____ .

Subscribed and sworn by me this _____ day of _____, 20 _____ .

(Seal Affixed)

Name of Official Administering Oath: _____

My commission expires on _____

Department of Gunsmithing

Gunsmithing Program Guidelines

General Safety Rules

All safety rules always apply. In issues involving safety the instructor is to be obeyed explicitly. You must follow all posted directions. You must wear eye protection when using a power tool or caustic chemicals. You must never wear loose clothing/jewelry/long hair when using a power tool. No rough play in the shop. Any injury, no matter how slight, is to be immediately reported to the lab supervisor or Instructor. The use of headphone stereos is prohibited when bluing or using mills, lathes or other power equipment. Any student who is disruptive to a class or unsafe, will be removed from class at the instructors discretion and referred to the Judicial Coordinator's Office.

Transporting Firearms On Campus: Firearms are not to be taken to the class areas without the specific permission of the instructor affected (i.e. classroom demonstration) and the Y. C. Police Department. Firearms are not to be carried to or around the general campus areas such as snack bar or library. Firearms are not to be left in vehicles. Firearms transported anywhere outside the Gunsmithing Lab are to be cased. You may store your firearms in your Gunsmithing locker or in the Y. C. Police Department's gun locker. Y.C.P.D. can also store ammunition for you.

Unsafe Activity: Habitual unsafe activity cannot be tolerated. Persons deemed unsafe by continued unsafe activity may be subject to restricted access to the shop, equipment, or in severe instances may be referred to the Judicial Coordinator. No rough play is ever allowed in the Gunsmithing laboratory.

Drugs, Alcohol, Tobacco: No one may use illegal drugs prior to entry into or while enrolled in the Gunsmithing program. No one may enter into the class area or partake in classes, field trips, or school sponsored activities while under the influence of alcohol or illegal drugs. No person shall use Gunsmithing or related equipment or handle a firearm if they are under the influence of prescription and/or over-the-counter medication which warn against driving or operating equipment while taking the medication. Neither smoking or chewing tobacco is allowed inside the building.

Ammunition: Live ammunition (or explosive components) is not allowed in the shop without specific Instructor approval and supervision. Any ammunition brought in must be immediately placed in the custody of the instructor. Ammunition left with the instructor will not be returned until the student is leaving the shop and campus.

College Tools/Equipment

Tool Breakage: You will not be charged for normal wear or breakage of tools. If you are using a tool and it breaks or malfunctions, IMMEDIATELY notify the lab supervisor so the tool can be repaired or replaced. You share the responsibility for a safe shop. Notify the lab supervisor anytime you notice any condition that is unsafe or otherwise worthy of note.

Abuse Of Equipment: A person found to be continually abusive to equipment may be required to take assistance from a tutor, be restricted in access to the equipment, or referred to the Judicial Coordinator for possible disciplinary action.

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Laboratory

Clean-up: Clean-up will be announced one half hour prior to the end of each lab period. Fifteen minutes is allowed for each student to finish or put away his/her current project. The final fifteen minutes of the period are general clean-up of the shop area. A general shop cleanup can be called at any time by the instructor. Although each student is expected to clean up the area he or she uses, this does not always happen. Bench areas left dirty can be cleaned at the instructor's discretion. This will usually mean any tools or material left out will be boxed up in the lost and found box and "trash" will be thrown away. Persons leaving machine tools or work areas (i.e. bluing area) dirty may be denied the use of that equipment for a term deemed reasonable by the instructor.

Record Keeping: All firearms brought into the shop and left overnight will be logged in and out of the shop logbook/computer. Each student will maintain an individual written record of firearms brought into the shop throughout their tenure in the program. No Title III/NFA firearms/items will enter the shop without proper documentation present.

Laboratory Access: Only persons who are currently enrolled in courses being taught at the time, or guests of the administration may be in the Gunsmithing lab area. Student wishing to invite guests into the lab must clear the invitation through staff. Currently enrolled GST students may access the lab at times the shop is open as long as there are no scheduled classes in session. It is critical that students clean- up after themselves when they are working outside of scheduled class times.

Classroom Rules

Attendance: Yavapai College attendance policy will be enforced.

Cheating Or Stealing: Neither theft nor cheating in any form will be tolerated. All tool boxes/containers are subject to inspection. Such inspection may occur only with the owner present.

Notebook: Each student will be required to keep a notebook. This will be a binder large enough to contain the following: All required reports, grade sheets, tests and quizzes, typed copies of lecture notes (written notes will cost grade points), a plan for each project you have done (drawings from shop manual will suffice), plans for any extra credit projects. At midterm and again at the end of the semester you will hand in the notebook for grading.

At the end of the semester the instructor will keep the grade sheets (you may request a photocopy). The notebook is your property after grading. Tests are the property of the Instructor and will be returned or photocopied at his/her discretion. Please do not hand in a notebook that has been oil soaked or water-logged. A sloppy notebook will cost you points.

Project Grading: All shop projects will be graded the last shop day of the semester, just prior to cleanup. Everyone will display their work and will be graded in order. Each project must be stamped with the maker's initials. This will not apply to the repair type projects which are done during the semester.

Reports: All reports must be original material. Photocopies of illustrations or charts may be used only if they are credited to sources; likewise quotations or short references. A bibliography listing all sources is required. Reports should be neatly typed. A report will lose grade points for being late. You may do extra credit reports for points in lab or lecture. The Instructor must approve any extra credit projects.

Approved Projects In Shop: Only projects assigned or approved may be worked on in the Gunsmithing lab. All heavy machine work and projects assigned in machine shop classes will be done in the machine shop. Projects for the rifle barreling class taught in the machine shop will be done in the machine shop.

In signing, I agree to work within these guidelines. A signed copy of these guidelines must be in each student's file prior to working in the shop.

Date _____ Signature _____