

SBTA WORKSHOP APPLICATION

Fall 2026/Spring2027

Please complete all required sections carefully and legibly.

BEFORE YOU BEGIN...

How Applying Works

1. Submit Your Application

Complete the application and submit it according to the instructions provided by SBTA. **Submit your application to** info@scopebytrade.com

2. Application Review

SBTA will review the information you provide.

3. Connect With SBTA

If your application moves forward, an SBTA representative will contact you.

4. Confirm Your Participation

You will discuss participation details and scheduling with SBTA.

5. Begin Your SBTA Workshop

Once participation is confirmed, you will receive the information you need to begin.

Important: Please answer every question honestly and completely. If a question does not apply to you, write "N/A." Your employment status does not automatically prevent you from participating. Scheduling details will be discussed with SBTA after the application process; this application does not list specific class days.

APPLICANT INSTRUCTIONS

- Print clearly using blue or black ink if completing by hand.
- Check boxes where applicable and write complete answers in the spaces provided.
- Do not leave required questions blank. Use "N/A" when a question genuinely does not apply.
- Review your answers before submitting the application.
- Once completed, **submit your application to** info@scopebytrade.com
- Keep a copy of the completed application for your records.
- * = **Required**

1. PERSONAL INFORMATION

Full Name *

Preferred Name (if different)

Email Address *

Phone Number *

City / State *

Emergency Contact Full Name *

Relationship to You *

Phone Number *

2. ELIGIBILITY & EDUCATION

Highest level of education completed *

☐ High School Diploma/GED ☐ Some College ☐ Associate Degree ☐ Bachelor's Degree ☐ Graduate Degree ☐ Other: _____

What was your major or primary field of study?

Are you a U.S. citizen or otherwise authorized to participate? *

☐ Yes ☐ No

Are you a U.S. veteran? *

☐ Yes ☐ No

What are two of your favorite courses/classes you have taken? *

1. _____

2. _____

3. ABOUT YOU

What are some of your hobbies or interests? *

What are some of your strengths? (List at least two) *

Select the characteristics that best describe you. *

- ☐ Sociable ☐ Antisocial ☐ Introvert ☐ Extroverted ☐ Team Player
☐ Wise ☐ Logical ☐ Intellectual ☐ Aggressive ☐ Passive ☐ Assertive
☐ Helpful ☐ Selfish ☐ Sensitive ☐ Bold ☐ Hyper ☐ Calm ☐ Patient
☐ Reserved ☐ Temperamental ☐ Self-motivated ☐ Skeptic ☐ Optimist/Faithful

4. SKILLS & SOFTWARE

What software, computer programs, platforms, or technical tools are you comfortable using? *

Select all that apply

- ☐ **Microsoft Word**
- ☐ **Microsoft Excel**
- ☐ **SharePoint**
- ☐ **Microsoft Teams**
- ☐ **None of the above**

Other:

Are you capable of drawing the front of a house and the back of a car? *

- ☐ Yes ☐ No

5. CAREER GOALS & WORKSHOP INTEREST

What interests you about participating in the SBTA Workshop? *

Please explain what interests you about this opportunity and what you hope to gain from participating.

If you successfully complete this workshop, where do you hope to work? *

Preferred city/state location #1

Preferred city/state location #2

6. EMPLOYMENT & AVAILABILITY

Are you currently employed? *

☐ Yes ☐ No

If no, please skip to the last question of this page.

If yes, employment status

☐ Full-time ☐ Part-time ☐ Temporary ☐ Seasonal ☐ Self-employed ☐ Other: _____

Employer and phone number *

Typical workdays (Select all that apply) *

- ☐ Monday
- ☐ Tuesday
- ☐ Wednesday
- ☐ Thursday
- ☐ Friday
- ☐ Saturday
- ☐ Sunday
- ☐ My schedule varies _____

Typical start and end hours *

How flexible is your work schedule? *

☐ Very Flexible ☐ Somewhat Flexible ☐ Very Little Flexibility ☐ Fixed ☐ Varies

Are there any regular commitments or responsibilities that could affect your ability to attend SBTA training? *

Important:

Your employment status does not automatically prevent you from participating in SBTA. Please provide accurate availability information so that an SBTA representative can discuss scheduling and next steps with you.

7. SELECTION QUESTIONS

If 150 people applied for this opportunity but only 20 seats were available, do you believe you should be selected? *

☐ Yes ☐ No

Why? *

Have you ever been convicted of a major crime according to law enforcement? *

☐ Yes ☐ No

If yes, please provide any information you believe is relevant:

8. REFERENCES

Reference #1 — Name / Relationship / Phone / Email *

Reference #2 — Name / Relationship / Phone / Email *

9. FINAL CERTIFICATION

Applicant Certification

I certify that the information I have provided in this application is true and complete to the best of my knowledge. I understand that submitting an application does not guarantee acceptance into the SBTA Workshop.

Information-Sharing Agreement

I understand that SBTA may use the information provided in this application for the purpose of reviewing my application, determining eligibility/fit, contacting me, and coordinating participation in the workshop.

Name (Print)

Signature

Date