

# MACHINING TECH PREP



The following pages contain information to be completed and returned to Boeing by Friday, May 14, 2021. If you have questions related to this application, call IAM/Boeing Joint Programs at 800-854-1310 or email at [PortlandJointPrograms@boeing.com](mailto:PortlandJointPrograms@boeing.com).

## Application Information

- Portions of this application are completed by you (the student), parent/guardian, counselor, and instructor/staff of your choice. **Allow enough time for each portion to be completed so the entire application is RECEIVED at Boeing Portland no later than Friday, May 14, 2021.**
- It is your responsibility to ensure the entire application is complete and delivered on time as required, including obtaining counselor and instructor information. **Incomplete or late applications will not be accepted.**
- Complete the application electronically or handwritten in blue or black ink.
- Provide thorough and complete answers. Accuracy, neatness, and attention to detail are important.
- If mailing your application, print the completed application on standard 8.5x11" paper. Do not print on specialty paper or staple the application. Paper clip application and any additional documents together and place in an envelope for submission.
- Electronic applications can be submitted via email to [PortlandJointPrograms@boeing.com](mailto:PortlandJointPrograms@boeing.com). You will be sent a confirmation email once your **completed** application is received.
- If additional documents are submitted with the application, ensure your name is at the top of each document. All attachments must be in PDF or JPG format.
- You will be notified by email if you are invited to interview. Interviews will be held Thursday, June 10, 2021.



**This application should be complete upon submission. Boeing will not accept additional materials to be added once the application has been received.**

## Delivery Options

### Mail to:

Boeing Portland  
Attn: Joint Programs/5P1-035  
19000 NE Sandy Blvd.  
Portland, OR 97230  
(allow time for delivery by due date)

### Email to:

[PortlandJointPrograms@boeing.com](mailto:PortlandJointPrograms@boeing.com)

### Subject Line:

Machining Tech Prep Application for: [Student's Name]  
Attach the application, answers to the **Student Requirements** questions, and any additional documents to the email. In the body of the email, please indicate how many pages are attached. All attachments must be in PDF or JPG format.

Boeing is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, national origin, gender, sexual orientation, gender identity, age, physical or mental disability, genetic factors, military/veteran status or other characteristics protected by law.

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## Program Information

### Keep this page as a reminder of all dates.

- Friday, May 14, 2021 - Applications due
- Thursday, June 10, 2021 - Interviews held
- August 2 – August 20, 2021 - First year program dates

### To Qualify:

- You must be at least 16 years old by start of the program
- Maintain a minimum 2.5 GPA and be on track to complete your junior year by the program start date
- All students invited to participate in the program must pass a drug screening and receive security approval prior to the program start date
- You must be a U.S. Person\*

\* A U.S. Person is either a U.S. citizen, U.S. national, permanent resident alien (green card holder), alien admitted to U.S. as refugee, alien granted asylum in U.S. AND is not affiliated with a company incorporated outside the U.S., a foreign government entity or a foreign organization. Please contact Boeing Security (503-676-1886) if clarification is necessary.

## Program Expectations

### What to expect from Boeing:

- Hands-on machining and academic learning opportunities
- Manufacturing experience in a safety-focused environment
- Training and supervision by qualified professionals
- Team-oriented learning and interaction with a variety of manufacturing professionals

### What Boeing expects from each student:

- Engage in and complete the tasks assigned by Boeing instructors
- Be on-site and ready to learn between 5:45 a.m. and 2:30 p.m., Monday through Friday for the duration of the program
- Behave in a safe, courteous, and professional manner consistent with company expectations
- Be a self-starter, willing to take initiative and a team player
- Be interested in pursuing manufacturing as a career
- Comply with attendance policy
- Comply with all company COVID-19 safety protocols

### Attendance Policy:

Attendance is mandatory. No vacations are allowed. Students in the program are allowed no more than three unexcused absences and/or tardy arrivals the duration of the program; extenuating circumstances will be taken into consideration. If attendance requirements are not met, students will be excused from the program.

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## Student Information

Please type or print legibly. Illegible applications will not be processed.

Student Name: \_\_\_\_\_

School: \_\_\_\_\_

Public School      Private School      Home School

Please verify the following information (required):

I am at least 16 years of age by the start of the Machining Tech Prep program (August 2, 2021).

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone Number: \_\_\_\_\_ Alternate (optional): \_\_\_\_\_

Email: \_\_\_\_\_

I, \_\_\_\_\_, am a U.S. Person by the following definition:  
Student Name (print legibly)

\* A U.S. Person is either a U.S. citizen, U.S. national, permanent resident alien (green card holder), alien admitted to U.S. as refugee, alien granted asylum in U.S. AND is not affiliated with a company incorporated outside the U.S., a foreign government entity or a foreign organization. Please contact Boeing Security (503-676-1886) if clarification is necessary.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

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## Student Requirements

To provide more information about you and your experience with machining and manufacturing, **you must complete and attach detailed answers to these three questions.**

1. What machining or manufacturing experience do you have?
2. How have your experiences prepared you to be a participant in the Boeing Portland Machining Tech Prep Program?
3. How will you be able to meet the expectations of a student in this program? (See the list of expectations on page 2 of this application)

Carefully address these questions. Your answers are a key factor in determining whether or not you will be invited for an interview. If you are not sure what to write, contact your school counselor or shop advisor for assistance.

**In your response make sure to do the following:**

- List your name at the top of each sheet of paper.
- For printed submissions, attach your response to your application with a paper clip (do not staple). If emailing, all electronic attachments must be in PDF or JPG format.

**Where did you learn about Machining Tech Prep? Check all that apply:**

- |                               |   |
|-------------------------------|---|
| Boeing Classroom Presentation | FIRST Robotics                              |
| Career Fair                   | Family Member                               |
| Career Day                    | Manufacturing Day / Boeing High School Tour |
| School Counselor/Advisor      | Other _____                                 |



**This application should be complete upon submission. Boeing will not accept additional materials to be added once the application has been received.**

## Application Checklist

- |                                      |  |
|--------------------------------------|--|
| Student Information and Requirements | Counselor Information                          |
| Parent/Guardian Information          | Instructor or Staff Recommendation Information |

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## Parent/Guardian Information

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Name(s) of parent(s) or guardian(s) responsible for student (please print legibly):

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Phone Number

I fully support \_\_\_\_\_

Student Name (print legibly)

for consideration and give permission for him/her, if selected, to participate in the Boeing Portland Machining Tech Prep Program. In addition, I affirm the student is a U.S. Person as defined on page 2.

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Parent/Guardian Signature\*

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Date

\*Handwritten signature required. If submitting application electronically, please print this page, sign, and submit a scan or photo of page with signature.

If you have questions about Boeing Portland Student Development programs or this form, please contact IAM/  
Boeing Portland Joint Programs by phone at 800-854-1310 or email at [PortlandJointPrograms@boeing.com](mailto:PortlandJointPrograms@boeing.com)

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## Counselor Information

The Counselor Information portion of the application must be completed by your school counselor. They will complete page 7 and return it to you to submit with your application.

Please provide the information of the counselor who will be submitting your recommendation:

_____	_____
Counselor Name (Please print)	Email Address
_____	_____
School	Phone Number

## Instructor or Staff Recommendation Information

The Instructor or Staff Recommendation portion of the application must be completed by your school counselor, instructor, or aide. They will complete pages 9-11 and submit it separately from your application.

Please provide the information of the instructor or staff who will be submitting your recommendation:

_____	
Instructor/Staff Name	
_____	_____
Title	Email Address
_____	_____
School	Phone Number

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## Counselor Information

You have been asked by \_\_\_\_\_

Student Name (print legibly)

to complete this form as part of the application for the Boeing Portland Machining Tech Prep Program.

1. Fill out the Counselor Information section in blue or black ink, or electronically. An electronic form is available at [www.iam-boeing.com/career-prep.shtml](http://www.iam-boeing.com/career-prep.shtml).
2. Return completed form to student. **Failure to submit this form will result in disqualification of the student's application.**

### Please verify the following information to the best of your ability:

The student is on track to complete their junior year in high school (required response).

Yes                      No

The student has a 2.5 cumulative GPA or greater (required response).

Yes                      No

Student's overall attendance record for the current academic year-to-date (please check one of the following):

No unexcused absences

1-2 unexcused absences

3 or more unexcused absences

\_\_\_\_\_  
Counselor Name (Please print)

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
School

\_\_\_\_\_  
Phone Number

If you have questions about Boeing Portland Student Development programs or this form, please contact IAM/ Boeing Portland Joint Programs by phone at 800-854-1310 or email at [PortlandJointPrograms@boeing.com](mailto:PortlandJointPrograms@boeing.com)

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## Instructor or Staff Recommendation

You have been asked by \_\_\_\_\_  
Student Name (print legibly)

to complete this form as part of the application for the Boeing Portland Machining Tech Prep Program. **This form is to be submitted separately from the student's portion of the application. Your answers will be kept confidential.**

1. Complete the Instructor or Staff Recommendation section (pages 9-11) in blue or black ink, or electronically. An electronic form is available at [www.iam-boeing.com/career-prep.shtml](http://www.iam-boeing.com/career-prep.shtml).
2. Submit completed form to Boeing Portland. Allow enough time to complete this recommendation so it is **RECEIVED** no later than Friday, May 14, 2021. **Failure to submit this form will result in disqualification of the student's application.**

**Mail to:**

Boeing Portland  
Attn: Joint Programs/5P1-035  
19000 NE Sandy Blvd.  
Portland, OR 97230  
(allow time for delivery by due date)

**Email to:**

[PortlandJointPrograms@boeing.com](mailto:PortlandJointPrograms@boeing.com)  
Subject Line:  
Machining Tech Prep Recommendation for: [Student's Name]

Would you recommend this student as a participant in the Boeing Portland Machining Tech Prep Program?

Yes                  No

\_\_\_\_\_  
Instructor/Staff Name (Please print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
School

\_\_\_\_\_  
Phone Number

To learn more about the Machining Tech Prep Student Development Program, visit [www.iam-boeing.com/career-prep.shtml](http://www.iam-boeing.com/career-prep.shtml)

If you have questions about Boeing Portland Student Development programs or this form, please contact IAM/ Boeing Portland Joint Programs by phone at 800-854-1310 or email at [PortlandJointPrograms@boeing.com](mailto:PortlandJointPrograms@boeing.com)

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## Instructor or Staff Recommendation

You have been asked by \_\_\_\_\_

Student Name (print legibly)

to complete this form as part of the application for the Boeing Portland Machining Tech Prep Program.

**Please provide information below to the best of your ability.**

Student's strengths:

Student's challenges:

Student's ability to work with others:

(Continued on next page)

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## Instructor or Staff Recommendation

Please provide information below to the best of your ability.

Student's ability to focus and apply self to tasks:

Probability of success in this program:

Additional comments: