

**BUTTE  
COUNTY**  
**OFFICE OF  
EDUCATION**

**DON McNELIS**  
SUPERINTENDENT

July 2, 2009

Dear Prospective Student,

The Butte County Regional Occupational Program is pleased that you are interested in enrolling in the ROP Animal & Veterinary class. An application and interview process is used to select students. Applications will be accepted until July 15, 2009.

To apply for a class, you must submit a completed application and a handwritten personal statement. In addition, a letter of recommendation is recommended but not required.

ROP's objective is to train students in occupational areas where they will be employable. Certain employers maintain strict hiring standards requiring background checks and drug screening. Therefore, it is important that applicants discuss potential employment barriers with the ROP Coordinator prior to applying for a class.

Be sure to read the attached information sheet because it has essential information pertaining to the class. If you have any questions or concerns, please do not hesitate to call the ROP office at 879-7457.

Sincerely,

*Susan Steward*

Susan Steward  
Student Services Coordinator

Attachments

Regional Occupational  
Program

Paul Watters  
Director

Board of  
Education

*Bessie Hironimus  
Dr. Barbara M. Johnson  
Jeannie MacKay  
Brenda J. McLaughlin  
Dr. Robert W. Purvis  
Pat Matthews Spear  
Betty Vassar*

Regional Occupational Program  
2491 Carmichael Drive,  
Suite 100  
Chico CA 95928  
(530) 879-7457  
Fax (530) 879-7458



# Butte County Regional Occupational Program

## Application for Admission



**DEADLINE: Must be received by 4:30 pm, July 15, 2009**

Type or print in ink

### Animal and Veterinary Careers

#### Instructions (Please read and follow carefully):

Documents must be assembled and returned in one packet; **only complete application packets will be considered.** Please use the checklist below to assure your packet is complete.

- Completed Application
- Handwritten Personal Statement (see attached form)
- Letter of Recommendation (optional)

1. Name \_\_\_\_\_  
Last First Middle Initial

Mailing Address \_\_\_\_\_  
Number Street Apt. City State Zip

Telephone ( ) \_\_\_\_\_ Message Telephone ( ) \_\_\_\_\_

Have you applied for an ROP class previously?  Yes  No If yes, when? \_\_\_\_\_  
What class? \_\_\_\_\_

Have you ever taken an ROP class?  Yes  No If yes, when? \_\_\_\_\_  
What class? \_\_\_\_\_

2. Education: Please list schools attended. Attach a separate sheet of paper if necessary.

Level of Education	Name	Diploma or Degree	Area of Study or Relevant Course Work	Dates Attended
High School		<input type="checkbox"/> HS Diploma <input type="checkbox"/> GED		
Vocational Training				
College/Other				

3. **Work Experience:** Include volunteer experience if applicable. Please attach a separate sheet if necessary. Related experience may not be a requirement for admission; however, we seek individuals who are motivated and understand the employment conditions of the occupation.

<b>Employer or Organization And Telephone Number</b>	<b>Job Description</b>	<b>Dates of Employment</b>	<b>Reason for Leaving (if applicable)</b>

4. How did you find out about ROP?

Former Student (Name) \_\_\_\_\_
  Employer
  Counselor  
 Agency (Name) \_\_\_\_\_
  Internet
  Other: \_\_\_\_\_

5. I declare that the information and documents submitted in conjunction with this application are true and correct to the best of my knowledge and that I composed my personal statement by myself. I acknowledge that it is my responsibility to notify ROP of any subsequent changes regarding information provided. I understand that obtaining a license or certification may require a background check.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Affirmative Action/Equal Employment Opportunity/Handicapped IX Employer.  
Butte County ROP does not discriminate on the basis of race, sex, religion, color, national origin, marital status or disability.

**DEADLINE FOR RETURN**  
**Applications must be RECEIVED by 4:30 pm, July 15, 2009**

**Mailing Address**

REGIONAL OCCUPATIONAL PROGRAM  
2491 Carmichael Drive, Suite 100  
Chico CA 95928



**Personal Statement:** Please answer the following questions in your own handwriting and limit your answers to the space provided.

(1) Why do you wish to take this ROP class? \_\_\_\_\_

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(2) What personal qualities do you have that lead you to believe you will be successful in this class? \_\_\_\_\_

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(3) Describe how you have participated on a team. \_\_\_\_\_

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(4) How do you feel about constructive criticism? \_\_\_\_\_

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(5) What are your hobbies and interests? \_\_\_\_\_

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(6) List all the reasons you find acceptable for absences from work and school. \_\_\_\_\_

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(7) Give an example of a recent goal you set and achieved. \_\_\_\_\_

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(8) List any questions you have about the class. \_\_\_\_\_

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## Butte County Regional Occupational Program

### CLASS INFORMATION SHEET

Fall 2009



#### ANIMAL AND VETERINARY CAREERS

Location: Chico ROP Center

Dates of class: August 12, 2009 to May 28, 2010

Schedule: Monday-Friday, 8:00 AM to 11:00 AM. Schedule may vary during community classroom training.

#### CLASS DESCRIPTION

This class provides entry-level skills for people interested in a career as a veterinary assistant, animal caretaker or kennel attendant. The class combines lecture, laboratory and community classroom experiences in the areas of animal behavior, anatomy, sanitation, nutrition, disease, laboratory work and various animal hospital tasks.

#### CLASS OBJECTIVE

This class is designed to prepare people with the necessary manipulative skills, technical knowledge and related information for entry-level employment as a veterinary assistant, animal caretaker or kennel attendant. Students successfully completing the course may earn 9 units toward the Veterinary Technician Program at Yuba College.

#### SUGGESTED PREREQUISITES

High school seniors and adults interested in any animal healthcare field.

Science courses or related experience

#### ESTIMATED COST

\$350.00 (includes: registration, textbooks, materials & supplies)

Fees waived for high school students

#### APPLICATION PROCESS

Applications will be accepted through July 15<sup>th</sup>, 2009

Applications will be screened July 16 & 17, 2009

Notification letters will be mailed TBA

Interviews will be by appointment TBA

Final notification letters will be mailed TBA