



## WIOA Application for Career Planning, Training, and Job Search Services

### Instructions for Fillable PDF

Before beginning, ensure that you have downloaded this document to the device that you will be using to complete it. Failure to download the application may prevent the information that you enter from saving.

### Résumé

Please include a copy of your resume with your application, if possible.

**You can submit the completed form to us in the following ways.  
If you need help completing or submitting this form, please call (630) 955-2030.**

### SECURE UPLOAD

**Copy and paste this into the URL field:**

<https://worknetdupage91.sharefile.com/r-r9d1d0f9a7b69419696fdcf7cae144a88>

**Or click here:**

[ShareFile](#)

**Leave the Company  
field blank.**

### IN-PERSON OR BY MAIL

**Deliver or mail your completed application to:**

workNet DuPage Career Center  
2525 Cabot Drive  
Suite 302  
Lisle, IL 60532

### FAX

**Fax your completed application to:**

(630) 955-2059



## ABOUT OUR SERVICES

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### Young Adult Services (COMPLETE ALL PAGES)

workNet DuPage provides eligible young adults with free training and employment services to help them start a career with a future.

These services are appropriate if you are **17-24 years old** and interested in:

- Funding to go to school
- A paid internship
- Help making a career plan or exploring careers

### Short-Term Services (COMPLETE PAGES 4 & 7)

These services consist of a **short, one-time contact** with a staff person from either workNet DuPage or a partner organization.

Short-term services may be appropriate if you are interested in:

- One-time basic resume review
- One-time guidance on DuPage County employers to look into
- Public workshops and programs covering interviewing, resumes, computer skills, and our job search discussion group

### Long-Term Services (COMPLETE ALL PAGES)

To qualify for long-term services, you must meet WIOA eligibility requirements. This will require you to complete a full application and assessment process. You will be required to provide requested documentation, which may include work authorization documents, diplomas, proof of income, proof of benefits, etc.

If you are approved for long-term services, you will be required to maintain regular communication with your assigned Career Counselor for an extended period (**a few months to over a year**).

Long-term services include:

- Funding for job training/education that is necessary for you to obtain full-time employment
- Intensive job search skills workshops and ongoing individual career coaching



DuPage County Workforce Development Division  
Deborah A. Conroy, DuPage County Board Chair



**SERVING  
THOSE WITH  
DISABILITIES**

The Illinois Department of Human Services' (IDHS) Division of Rehabilitation Services (DRS) is the state's lead agency serving individuals with disabilities. DRS works in partnership with people with disabilities and their families to assist them in making informed choices to achieve full community participation through employment, education, and independent living opportunities.

**Have questions? If you live in DuPage County, you can contact DRS personnel at the Career Center by calling (630) 799-1078.**

If you live outside of DuPage County, use the DHS Office Locator at <https://www.dhs.state.il.us> to search for Rehabilitation Services to find the nearest local office. DRS staff provide services to people with disabilities in 47 local offices located in communities throughout the state.

**workNet DuPage proudly provides long-term services to all eligible residents of DuPage County, including those with disabilities.** While the DRS is especially suited to provide employment and other services to Illinois residents with disabilities, an individual may apply for services through the agency of their choice.



Date: \_\_\_\_\_

**ARE YOU INTERESTED IN SHORT-TERM, LONG-TERM, OR YOUNG ADULT SERVICES?  
CHOOSE ONLY ONE.**

<b>Short-term Services</b> <i>Check all that interest you</i>	<b>Long-term Services</b> <i>Check only one</i>	<b>Young Adult Services (17-24)</b> <i>Check all that interest you</i>
<input type="checkbox"/> One-time basic resume review/feedback  <input type="checkbox"/> One-time guidance on DuPage County employers to look into  <input type="checkbox"/> Attending open to the public workshops and programs	<input type="checkbox"/> Funding for job training/education that is necessary for you to obtain full-time employment  <input type="checkbox"/> Funding for job training/education and employment assistance specific to people with disabilities  <input type="checkbox"/> Intensive job search skills workshops and ongoing individual career coaching	<input type="checkbox"/> Funding to go to school for a certificate, license, or other credential  <input type="checkbox"/> A paid Internship or other work experience  <input type="checkbox"/> I am unsure / I need help making a career plan or exploring careers and job options

**YOUR INFORMATION**

Full Legal Name **(NO NICKNAMES OR SHORTENED NAMES)** \_\_\_\_\_ Date of Birth *(optional)* \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Yes  No

Email \_\_\_\_\_ Phone \_\_\_\_\_ May we text you at this number? \_\_\_\_\_

*Text correspondence is limited to appointment reminders and, as a last resort, a contact method to reach inquirants and clients that have not responded to emails or phone calls from workNet DuPage staff. Standard messaging and data rates may apply. You may opt out of text correspondence at any time by texting STOP in response to any text sent by workNet DuPage.*

**DEMOGRAPHIC INFORMATION**

<b>Age Range:</b> <input type="checkbox"/> 16-24 <input type="checkbox"/> 25-54 <input type="checkbox"/> 55+	<b>Gender at birth:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer not to answer	<b>Hispanic or Latino:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Race:</b> <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> Hawaiian or Pacific Island <input type="checkbox"/> White <input type="checkbox"/> Prefer not to answer	<b>Do you have a disability?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to answer	<b>Veteran Status:</b> <input type="checkbox"/> Veteran <input type="checkbox"/> Qualified spouse of veteran <input type="checkbox"/> Transitioning service member <input type="checkbox"/> Not a Veteran



### FINANCIAL ASSISTANCE INFORMATION

Are you currently receiving, or have you received, Unemployment Insurance?

- Yes       No

All forms of financial assistance received by your household in the last 6 months:

- |  |   |
|--|---|
| <input type="checkbox"/> Food Stamps (SNAP)                          | <input type="checkbox"/> Temporary Aid to Needy Families (TANF) |
| <input type="checkbox"/> Social Security Disability Insurance (SSDI) | <input type="checkbox"/> Refugee Assistance                     |
| <input type="checkbox"/> Supplemental Security Income (SSI)          |   |

### CHALLENGES TO GAINING AND KEEPING EMPLOYMENT

Check all that apply to you:

- |  |  |
|--|--|
| <input type="checkbox"/> English is not my primary language              | <input type="checkbox"/> I have a misdemeanor or a felony  |
| <input type="checkbox"/> I am a foster child / I aged out of foster care | <input type="checkbox"/> I do not have a GED or high school diploma                              |
| <input type="checkbox"/> I am homeless                                   | <input type="checkbox"/> I am pregnant / a parent (Only check if <u>you</u> are 17-24 years old) |
| <input type="checkbox"/> I am lacking skills and education               |  |

Other challenges to gaining and keeping employment:

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### EDUCATION

Highest level of education achieved:

- |   |                         |
|---|-------------------------|
| <input type="checkbox"/> No high school diploma/GED |                         |
| <input type="checkbox"/> High school diploma/GED    | _____ (Graduation year) |
| <input type="checkbox"/> Some college               | _____ (Number of years) |
| <input type="checkbox"/> Associates                 | _____ (Graduation year) |
| <input type="checkbox"/> Bachelors                  | _____ (Graduation year) |
| <input type="checkbox"/> Masters                    | _____ (Graduation year) |
| <input type="checkbox"/> Doctorate                  | _____ (Graduation year) |

If you are currently enrolled in school or registered for classes, please indicate where:

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## WORK HISTORY

### MOST RECENT EMPLOYER

<b>Employer:</b> _____	<b>Your job title:</b> _____
<b>Hours/week:</b> _____	<input type="checkbox"/> I earned a salary
<b>Start Date:</b> _____	\$_____ per year
<b>End Date:</b> _____	<input type="checkbox"/> I earned an hourly wage
(Month/Year)	\$_____ per hour

<b>Reason for leaving:</b>	<input type="checkbox"/> Fired
	<input type="checkbox"/> Laid Off
	<input type="checkbox"/> Quit
	<input type="checkbox"/> Still working here

### EMPLOYER 2

<b>Employer:</b> _____	<b>Your job title:</b> _____
<b>Hours/week:</b> _____	<input type="checkbox"/> I earned a salary
<b>Start Date:</b> _____	\$_____ per year
<b>End Date:</b> _____	<input type="checkbox"/> I earned an hourly wage
(Month/Year)	\$_____ per hour

<b>Reason for leaving:</b>	<input type="checkbox"/> Fired
	<input type="checkbox"/> Laid Off
	<input type="checkbox"/> Quit
	<input type="checkbox"/> Still working here

### EMPLOYER 3

<b>Employer:</b> _____	<b>Your job title:</b> _____
<b>Hours/week:</b> _____	<input type="checkbox"/> I earned a salary
<b>Start Date:</b> _____	\$_____ per year
<b>End Date:</b> _____	<input type="checkbox"/> I earned an hourly wage
(Month/Year)	\$_____ per hour

<b>Reason for leaving:</b>	<input type="checkbox"/> Fired
	<input type="checkbox"/> Laid Off
	<input type="checkbox"/> Quit
	<input type="checkbox"/> Still working here

### EMPLOYER 4

<b>Employer:</b> _____	<b>Your job title:</b> _____
<b>Hours/week:</b> _____	<input type="checkbox"/> I earned a salary
<b>Start Date:</b> _____	\$_____ per year
<b>End Date:</b> _____	<input type="checkbox"/> I earned an hourly wage
(Month/Year)	\$_____ per hour

<b>Reason for leaving:</b>	<input type="checkbox"/> Fired
	<input type="checkbox"/> Laid Off
	<input type="checkbox"/> Quit
	<input type="checkbox"/> Still working here



### ADDITIONAL SERVICES

You may be eligible for additional services through our partner agencies. If you specify that you are interested in a service listed below, the associated agency will contact you with more information.

**Representatives from the agencies listed below do not work for DuPage County and cannot provide you with an update on the status of your application with the workNet DuPage Career Center.**

Do you want someone from **College of DuPage (COD)** to contact you about:

- Free English Language Acquisition (ELA) classes
- How to get your GED
- The degree and certificate programs they offer

Do you want someone from the **Illinois Division of Rehabilitation Services (DHS)** to contact you about employment and training programs for people with disabilities?

- Yes

Do you want someone from the **Illinois Department of Employment Security (IDES)** to contact you about:

- Getting a free online job matching account through Illinois JobLink
- Services for Veterans and Spouses of Veterans

Do you want someone from the **Illinois Department of Human Services (IDHS)** to contact you about:

- Food stamps / Supplemental Nutrition Assistance Program (SNAP)
- Child Care Assistance Program (CCAP)
- Medicaid
- Temporary Assistance for Needy Families (TANF)

Do you want someone from **Community Assistance Programs (CAPs)** to contact you regarding employment services for individuals aged 55+?

- Yes

**IF YOU CHECKED ANY OF THE BOXES ABOVE, PLEASE PROVIDE YOUR NAME, EMAIL ADDRESS, AND PHONE NUMBER.**

Full Name \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

### HOW DID YOU HEAR ABOUT WORKNET DUPAGE?

- Community Organization \_\_\_\_\_
- Friend or Family Member \_\_\_\_\_
- Online Search \_\_\_\_\_
- Social Media \_\_\_\_\_
- School \_\_\_\_\_
- Other \_\_\_\_\_