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**Network Up**

**Application and Assessment Form**

**Part One**

**Personal Data:**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Application Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Birth Date(optional):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Gender: \_\_\_\_\_ Male \_\_\_\_\_ Female

Are you currently employed? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, \_\_\_\_\_ Full Time or \_\_\_\_\_ Part Time

Place of Employment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you a veteran: \_\_\_\_\_ Yes \_\_\_\_\_ No

Ethnic Background: \_\_\_\_\_ Native American/Alaska Native \_\_\_\_\_ Hawaiian Native/Pacific Islander

\_\_\_\_\_ Caucasian \_\_\_\_\_ Asian \_\_\_\_\_ African American \_\_\_\_\_ Hispanic/Latina \_\_\_\_\_ Other

Marital Status: \_\_\_\_\_ Single \_\_\_\_\_ Married \_\_\_\_\_ Separated \_\_\_\_\_ Divorced \_\_\_\_\_ Widowed

# Dependent Children:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ages of Children:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Annual Household Salary:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How did you hear about Network Up?:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***In order to qualify for Network Up, you must meet all of the following requirements. Please check the line to indicate that you have met the qualification:***

\_\_\_\_\_ Have a minimum of a high school diploma or GED;

\_\_\_\_\_ Have basic computer skills, reliable internet access, and a professional-looking email address;

\_\_\_\_\_ Have a reliable source of transportation;

\_\_\_\_\_ No criminal record;

\_\_\_\_\_ Have specific career goals and/or a desired job sector identified;

\_\_\_\_\_ Be highly motivated to find employment and committed to completing the Network Up program;

\_\_\_\_\_ Have a current completed resume; and

\_\_\_\_\_ Have a professional demeanor and a positive attitude.

**Work History (Please list previous two jobs and/or attach a current resume):**

Dates Employer Job Title Reasons for Leaving

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Education History:**

HS Diploma: \_\_\_\_\_ Yes \_\_\_\_\_ No GED: \_\_\_\_\_ Yes \_\_\_\_\_ No Year of Diploma/GED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College, # yrs completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Major \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of College: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Degree:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year Graduated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vocational/Enrichment Training # yrs completed: \_\_\_\_\_\_ Curriculum: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Vocational/Enrichment School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employment Goals:**

What type of work do you want to do (job sector/industry)? Be specific: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List any barriers to employment that you have faced: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List your work-related skills and/or hobbies:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Conditions / Limitations:**

Do you have any physical limitations that may interfere with your ability to perform certain types of work?

If yes, please explain:

I am serious about participating in Network Up and will comply by the rules of the program.

**Part Two:**

**Work Readiness Assessment:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **As a job seeker I:** | **Strongly Agree** | **Agree** | **Disagree** | **Strongly Disagree** | **Explanation:** |
| Am aware of my skills, strengths and limitations. |  |  |  |  |  |
| Am aware of and utilizing job search resources and websites. |  |  |  |  |  |
| Am motivated to find and maintain employment. |  |  |  |  |  |
| Am able to express my professional value to peers and employers. |  |  |  |  |  |
| Have a Linkedin account and profile. |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **As a job seeker, I have the following skills aligned with the occupation I am pursuing:** | **Yes** | **No** | **Explanation:** |
| Communication Skills |  |  |  |
| Computer Skills |  |  |  |
| Interview Skills |  |  |  |
| Job-Specific Skills |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **If applicable, I have addressed or have a plan in place for:** | **Yes** | **No** | **Explanation:** |
| Computer and internet access for job searching |  |  |  |
| Childcare |  |  |  |
| Transportation |  |  |  |
| Other barriers to employment which I have encountered |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Other** | **Yes** | **No** | **Explanation:** |
| I have the education level consistent with requirements for chosen occupation? |  |  |  |
| I have positive prior work or related volunteer experience? |  |  |  |

What steps have you taken to reach your employment goal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have a professional network: \_\_\_ Yes \_\_\_ No

If so, approximately how many connections do you have in your professional network: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How can a mentor assist you (check all that apply):

\_\_\_ Organizational skills \_\_\_ Time management \_\_\_ Job contacts and opportunities

\_\_\_ Presenting yourself \_\_\_ Resume and cover letter \_\_\_ Conversational skills

\_\_\_ Networking \_\_\_ Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please certify below:***

\_\_\_\_\_ I certify that all of the information provided on this form is accurate and true.

\_\_\_\_\_ I give my permission to Britepaths to share this form with my mentor.

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

**Please return this form to: Jill Beres, Workforce Development Manager,** [**jberes@britepaths.org**](mailto:jberes@britepaths.org)**, Fax 703-273-7171**