

Older Youth (OY)

If Currently Working need the following:

Employer
Name: _____

Address: _____

City: _____ St _____

Zip _____

Job Title: _____

Start Date: _____

Years/months Employed: _____

Hourly Wage: _____

If Receiving UI, Also need

Hourly Wage at Dislocation: _____

Lay off Date: _____

Years/months Employed: _____

Rapid Response YES / NO
if YES date attended: _____

Not Applicable (unemployed)

- Layoff Letter from Employer
- Applicant Statement (place of lay off and dislocation date included)
- Media announcement

- UI records (Benefit History, Wage, Record)
- U.I. *Notice of entitlement*

College Placement (*Accuplacer*)

O* Net

Verifying Barriers to employment

High School Dropout _____ (date)

verification letter from School Board

Adult Basic Literacy student

letter showing current registration of class(es)
_____ (date)

Juvenile/Adult Justice System

Verification of offender/ex-offender status

Homeless

- Applicant statement stating homeless and how supporting self

Foster Care: current or former

- Documentation from Foster Care stating they are in foster care
- Documentation from Foster Care stating they have aged out of the foster care system

Pregnant

Applicant statement to verify pregnant status

- Date of expected birth _____

Parenting

Copy of child(ren)'s birth certificate(s)

Disability Status:

- IEP Documentation from school system
- Documentation of disability from other source

Low Income:

Family/household pay check stubs from past 6 months _____

- Print out of TANF
- Print out of SNAP

Basic Skills Deficient: **NEW**

- Casas score _____
- Language Learner

Ready-to-Work local requirements:

Workshops Resume Cover Letter Application Interview Job Contacts