



Welcome to the workNet DuPage Career Center! We look forward to supporting and assisting you on your road back to employment!

Part of what makes workNet DuPage special is the wide variety of job seeker clients we serve—from entry-level to executive. No two clients who come through our door have the exact same needs; no two clients' paths are exactly the same.

Once your application is received, our management team will determine the appropriate track of services for you to start on to remove the *primary barrier* to you being able to land a job in an in-demand industry that pays a self-sustaining, livable wage. Not all clients will qualify for all services offered here. Services received can vary greatly from client to client, depending on the unique circumstances of each.

The Workforce Innovation & Opportunity Act (WIOA) is not an entitlement program, and it is not a financial aid program—we find that clients sometimes come through our door with misinformation from various outside sources including training providers and other schools. This can complicate our efforts to serve you as effectively as possible within the parameters of what our program allows.

Know that our mission is to remove your primary barriers to reemployment and help you reenter the workforce as quickly as possible with as much earning potential as possible, while being excellent stewards of the federal Department of Labor dollars that support 100% of our programming.

Our top-notch staff of workforce development professionals have a wide range of skills in everything from resume writing and job search coaching, to career planning and training plan development, to business-to-business sales and business relationship development.

Again, on behalf of our entire team, we look forward to supporting and assisting you on your road back to employment, and we hope your need for our services is short!

Sincerely,

A handwritten signature in blue ink, appearing to read "Lisa Schvach".

Lisa Schvach  
Executive Director  
workNet DuPage Career Center/  
DuPage County Workforce Development Division





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

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**Please complete this form and return it to us in one of the following ways.**

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

### By Email

1. The email should be sent to:  
**applications@worknetdupage.org**
2. Be sure to attach the completed application to your email, or scan it to:  
**applications@worknetdupage.org**

### By Hand or Mail

Drop the completed form off, or mail it to:

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

### By Fax

Print the completed form, then fax it to:

(630) 955-2059  
**Attn: M.F.G.**

**If you need help completing or sending this form, please call 630-955-2030.**



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

### Your Information

Date: \_\_\_\_\_ DuPage County Resident? Yes No Layoff/Termination in DuPage County? Yes No

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

Date of birth (optional): \_\_\_\_\_ Age: 16-24 25 or older

Address: \_\_\_\_\_ City: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Gender: Female Male Prefer not to answer

Ethnicity: Hispanic American Indian Black Asian White Prefer not to answer

Veteran Status: Veteran Qualified Spouse of Veteran Transitioning Service Member  
 Not a Veteran

Authorized to Work in U.S.: U.S.Citizen Resident Alien Refugee Work Authorization

Do you have a disability? Yes No Prefer not to answer

Labor Force Status: Employed Unemployed Not in Labor Force Received Notice of Termination or Military Separation

How did you hear about us, or which organization referred you? \_\_\_\_\_

Were you laid off from your most recent job? Yes No If Yes, which company? \_\_\_\_\_

Are you currently receiving or have you received Unemployment Insurance? Yes No

### Financial Assistance

**Check all forms of financial assistance received by your household in the last 6 months:**

- |  |                       |                    |
|--|-----------------------|--------------------|
| Temporary Aid to Needy Families (TANF) | Food Stamps           | Refugee Assistance |
| Supplemental Security Income (SSI)     | Alimony / Maintenance |                    |



### Challenges to Gaining and Keeping Employment

**Note:** Check all that apply.

No GED or H.S. Diploma      Homeless      No transportation      English not primary language  
Offender: Misdemeanor      Offender: Felony      Lacks Job Skills      Other: \_\_\_\_\_

### Level of Education

H.S. Diploma    Some College ( yrs.)    Associates    Bachelors    Masters    Doctorate    Year Graduated:  
If you are currently enrolled in school or registered for classes, please indicate where:

### What Can We Help You With?

Funding for Training    Job Search Workshops    Resume Help    Interviewing Practice & Information  
Career Exploration & Planning    Job Leads & Help Landing a Job  
Other:

### 10 Year Work History

**Start with your most recent job and work backward.**

Current / Last Employer: \_\_\_\_\_ Hours / Week: \_\_\_\_\_  
Address, City, State, Zip Code: \_\_\_\_\_ Wage: \$ \_\_\_\_\_ per \_\_\_\_\_  
Job Title: \_\_\_\_\_ Start Date: \_\_\_\_\_  
Reason for Leaving:    Fired    Laid Off    Quit    Still working there    End Date: \_\_\_\_\_  
Job Duties: \_\_\_\_\_

Current / Last Employer: \_\_\_\_\_ Hours / Week: \_\_\_\_\_  
Address, City, State, Zip Code: \_\_\_\_\_ Wage: \$ \_\_\_\_\_ per \_\_\_\_\_  
Job Title: \_\_\_\_\_ Start Date: \_\_\_\_\_  
Reason for Leaving:    Fired    Laid Off    Quit    Still working there    End Date: \_\_\_\_\_  
Job Duties: \_\_\_\_\_

Current / Last Employer: \_\_\_\_\_ Hours / Week: \_\_\_\_\_  
Address, City, State, Zip Code: \_\_\_\_\_ Wage: \$ \_\_\_\_\_ per \_\_\_\_\_  
Job Title: \_\_\_\_\_ Start Date: \_\_\_\_\_  
Reason for Leaving:    Fired    Laid Off    Quit    Still working there    End Date: \_\_\_\_\_  
Job Duties: \_\_\_\_\_

Current / Last Employer: \_\_\_\_\_ Hours / Week: \_\_\_\_\_  
Address, City, State, Zip Code: \_\_\_\_\_ Wage: \$ \_\_\_\_\_ per \_\_\_\_\_  
Job Title: \_\_\_\_\_ Start Date: \_\_\_\_\_  
Reason for Leaving:    Fired    Laid Off    Quit    Still working there    End Date: \_\_\_\_\_  
Job Duties: \_\_\_\_\_



**Additional Work History (Use Only If Necessary)**

Current / Last Employer: \_\_\_\_\_ Hours / Week: \_\_\_\_\_  
 Address, City, State, Zip Code: \_\_\_\_\_ Wage: \$ \_\_\_\_\_ per \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Start Date: \_\_\_\_\_  
 Reason for Leaving:    Fired        Laid Off        Quit        Still working there        End Date: \_\_\_\_\_  
 Job Duties: \_\_\_\_\_

Current / Last Employer: \_\_\_\_\_ Hours / Week: \_\_\_\_\_  
 Address, City, State, Zip Code: \_\_\_\_\_ Wage: \$ \_\_\_\_\_ per \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Start Date: \_\_\_\_\_  
 Reason for Leaving:    Fired        Laid Off        Quit        Still working there        End Date: \_\_\_\_\_  
 Job Duties: \_\_\_\_\_

Current / Last Employer: \_\_\_\_\_ Hours / Week: \_\_\_\_\_  
 Address, City, State, Zip Code: \_\_\_\_\_ Wage: \$ \_\_\_\_\_ per \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Start Date: \_\_\_\_\_  
 Reason for Leaving:    Fired        Laid Off        Quit        Still working there        End Date: \_\_\_\_\_  
 Job Duties: \_\_\_\_\_

Current / Last Employer: \_\_\_\_\_ Hours / Week: \_\_\_\_\_  
 Address, City, State, Zip Code: \_\_\_\_\_ Wage: \$ \_\_\_\_\_ per \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Start Date: \_\_\_\_\_  
 Reason for Leaving:    Fired        Laid Off        Quit        Still working there        End Date: \_\_\_\_\_  
 Job Duties: \_\_\_\_\_

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 Address, City, State, Zip Code: \_\_\_\_\_ Wage: \$ \_\_\_\_\_ per \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Start Date: \_\_\_\_\_  
 Reason for Leaving:    Fired        Laid Off        Quit        Still working there        End Date: \_\_\_\_\_  
 Job Duties: \_\_\_\_\_