



GREEN CADRE PROGRAM

*An opportunity for success
Submit your application NOW!*

Leadership Development

Certifications

Internships

Community Service

Stipends

Workshops

Do you or anyone you know meet the following qualifications:

- Are 18-21 years old
- Meet income guidelines*
- Need assistance to employment or educational attainment*
- A resident of: San Jose, Campbell, Los Gatos, Saratoga, Los Altos Hills, Monte Sereno, Morgan Hill, San Martin, Gilroy, or adjacent unincorporated areas of Santa Clara County



What you can gain!

***Work Experience
Leadership Training
Physical Training
Customer Service Skills
Nationally Recognized Certifications
Internships***

Program Schedule

***Monday thru Friday
6 hours per day***

For more Information

Call: work2future (408) 794-1137

Email: david.lovato@sanjoseca.gov

Visit: 2072 Lucretia Avenue, San Jose, CA 95122

*As defined by the Workforce Investment Act



work2future Green Cadre

Dear Prospective Green Cadre Participant:

Thank you for your interest in the work2future **Green Cadre Program**

Our primary mission and purpose is to provide young adult leaders with the opportunities for success through technical skill training, job readiness, education and work experience with an emphasis on conservation and civic service to benefit their community.

This program is for young adults who meet the following criteria:

- 18-21 years old
- Meet income eligibility (see *Income Eligibility Guidelines pg. 7*)*
- Need assistance for employment or educational attainment (see *Checklist pg. 5 for details*)*
- Must be a resident of one of these cities: San Jose, Campbell, Los Gatos, Saratoga, Los Altos Hills, Monte Sereno, Morgan Hill, San Martin, Gilroy, or adjacent unincorporated areas of Santa Clara County

The work2future Green Cadre runs Monday – Friday, six hours a day. Through our program and services, we seek to provide a supportive and enriching environment for young adult leaders to help them develop self esteem, achieve their educational goals, establish and pursue life and career goals and gain skills necessary to become self-motivated, self-sufficient, responsible citizens who will positively contribute to their communities and society.

Green Cadre Application Requirements and Rules:

Sign this letter and attach it to your application or your application will not be considered. Keep a copy of your entire application for yourself. A complete application is all the items on the checklist (See page 6). You will meet with a staff member one-on-one when submitting your application to ensure all necessary items have been completed. Incomplete application will not be accepted.

Review this packet and if you have any questions or concerns, please contact David Lovato at: (408) 794-1137 or email david.lovato@sanjoseca.gov.

We look forward to you having a great experience in the work2future **Green Cadre!**

Print Applicant Name: _____

Applicant Signature: _____ Date: _____

*As defined by the Workforce Investment Act

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WORK2FUTURE GREEN CADRE

APPLICATION

City of San José ♦ Office of Economic Development

Return Application to:
work2future c/o Green Cadre
Youth One-Stop Training Center
2072 Lucretia Ave., San Jose CA 95122

- Please print clearly and attach extra sheets if necessary.
- Please use your legal name on all documents.

CONTACT INFORMATION:

Last Name:	First Name:	Middle Initial:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Street Address:	City:	Zip Code:	Date of Birth (mm/dd/year) Age:
Phone:	Cell Phone:	Email Address:	Social Security #:
Emergency contact information:	Name:	Relationship:	Phone:

AVAILABILITY:

What kind of transportation do you have?

What hours are you available to work?	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Starting Time:							
Ending Time:							

EDUCATION LEVEL:

High School, Continuation or Community College	Currently Enrolled?	# Of years completed	Dates attended	Year you will graduate	Awards & Certificates
Name:	YES <input type="checkbox"/> NO <input type="checkbox"/>				
City:					

EMPLOYMENT HISTORY: Begin with your current or latest job, list ALL work, including paid and volunteer positions. Attach additional sheets if necessary.

From (Date)	Employer	Job Title	<input type="checkbox"/> Paid – Pay Rate \$ _____ <input type="checkbox"/> Volunteer
To (Date)	City	State	Supervisor's Name
			Supervisor's Phone
Total Months/ Years	Reason for leaving		
Hours/Week	Job Duties		

From (Date)	Employer	Job Title	<input type="checkbox"/> Paid – Pay Rate \$ _____ <input type="checkbox"/> Volunteer
To (Date)	City	State	Supervisor's Name
			Supervisor's Phone
Total Months/ Years	Reason for leaving		
Hours/Week	Job Duties		

SKILL SUMMARY:

English speaking skills: <input type="checkbox"/> Conversational <input type="checkbox"/> Fluent	English reading skills: <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced	English writing skills: <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
Languages spoken other than English: <input type="checkbox"/> Spanish <input type="checkbox"/> Vietnamese <input type="checkbox"/> Cantonese <input type="checkbox"/> Mandarin <input type="checkbox"/> Tagalog <input type="checkbox"/> Cambodian <input type="checkbox"/> American Sign Language <input type="checkbox"/> Other:		
Computer skills: <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced		
Software programs used: (mark all that you can use) <input type="checkbox"/> Microsoft Word <input type="checkbox"/> Excel <input type="checkbox"/> PowerPoint <input type="checkbox"/> Internet <input type="checkbox"/> Access <input type="checkbox"/> Other:		
Office equipment used: <input type="checkbox"/> Fax machine <input type="checkbox"/> Copy machine <input type="checkbox"/> Telephone <input type="checkbox"/> Other:		

Experience working with children: YES NO If yes, how long?

Hand tools used (please list):

LIST YOUR INTERESTS AND EXTRACURRICULAR ACTIVITIES:

CERTIFICATION – (Read carefully before signing)

I hereby certify that the information provided in my resume, all statements made in this application, and all statements made during the interview process are true and correct to the best of my knowledge. I agree and understand that any misstatement, falsification, or omission of material facts will cause forfeiture of my eligibility for employment.

Signature of Applicant

Date

9/9/2011

Application Checklist

The following is a list of required items to be submitted together as the “Application Package.” A complete Application Package includes all items in A and B, and at least one item from C.

A. Application Documents

- Signed Cover Letter** (Pg. 1)
- Application Complete** (Pg. 3-4)

Just a reminder!
An Application Package includes the actual application **AND** all of your required documentation!

B. Required Documentation

- Right to Work Documents**
 - i. A U.S. Passport or Certificate of U.S. Citizenship/Naturalization, **- OR -**
 - ii. One form of Picture ID (**CA ID card/Drivers License**) **AND** proof of eligibility to work (Original **Social Security Card** or Birth Certificate)
- Proof of Selective Service Registration (Males Only)**
 - i. Register at Selective Service Registration Website: www.sss.gov and bring the print out
- Proof of Family Income- last 6 month only**
Documentation such as: Pay Stubs, Public Assistance Records, Housing Authority Verification, Social Security Benefits Records, Unemployment Insurance Documents and/or Printout, Unemployment Insurance Documents and/or Printout or Employer Statement

C. Check all that apply (If none apply you are ineligible to participate in the program)

- | | |
|--|---|
| <input type="checkbox"/> Proof of Veteran Status | <input type="checkbox"/> Proof of Offender |
| <input type="checkbox"/> Proof of Foster Child Status | <input type="checkbox"/> Proof of High school Dropout |
| <input type="checkbox"/> Proof of Homeless/Runaway | <input type="checkbox"/> Individual Education Plan (IEP) |
| <input type="checkbox"/> Proof of Pregnant/Parenting | |

Is Application Package Complete?

- Yes!** Bring original documents with you when you turn in you application

For more information contact us! David Lovato at (408) 794-1137
Email: david.lovato@sanjoseca.gov

-Application Guide-

*SO WHAT NOW...? You have the application in your hands.
Use this sheet as a reference as you move through all the steps of the process.*

STEP 1: Fill Out an Application – (Attached)

Applications

- Read through the entire application carefully! Write with clear and neat handwriting; this application is your opportunity to make a good first impression! **Make sure contact information is current!**

STEP 2: Turn it in!

CALL AND SCHEDULE AN APPOINTMENT— 9am- 4pm at work2future

- Meet one-on-one with staff
- Complete application includes all required supplemental documentation (see pg. 5)
- **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED** and you will have to reschedule.

STEP 3: Assessment Testing!

The Interview

- When you turn in your application you will be asked to take a CASAS Assessment test the same day. Test takes 45 minutes, so please plan accordingly.
- Candidates will be identified according to their eligibility, application, and assessment test completion.
- Make sure your application has current phone numbers, email and mailing addresses or other contact information.

STEP 4: Begin Your Green Experience!

Please ask about program start dates.

Have Questions or Concerns? Contact us!
David Lovato: (408) 794-1137 Email: david.lovato@sanjoseca.gov
work2future is located at 2072 Lucretia Avenue, San Jose, CA 95122

**INCOME ELIGIBILITY GUIDELINES 2011
WORK2FUTURE**

FAMILY SIZE	INCOME LAST 6 MONTHS PRIOR TO APPLICATION
1	\$5,108 LLSIL*
2	\$8,369 LLSIL*
3	\$11,487 LLSIL*
4	\$14,180 LLSIL*
5	\$16,734 LLSIL*
6	\$19,572 LLSIL*
Each Additional Family Member	\$2,838 LLSIL*

*Income is from federal 70% Lower Living Standard Income Level

The Lower Living Standard Income Level (LLSIL) and poverty guidelines are used to establish low-income status for Workforce Investment Act (WIA) Title I programs. Local Workforce Investment Areas (LWIA) use the LLSIL to determine eligibility for youth, eligibility for employed adults for certain services, self-sufficiency, and eligibility for the Work Opportunity Tax Credit. The LWIAs should consult the WIA and its regulations, and preamble for more specific guidance.

This chart shows the 70 percent LLSIL and the poverty guidelines for western metropolitan and non metropolitan areas, and for three specific Metropolitan Statistical Areas in California. In addition, each LLSIL table includes the 100 percent LLSIL that establishes the Department of Labor's minimum self-sufficiency levels. The last column in each table shows the amount to be added to the figure for a family of six for each additional family member.

Since the income received during the six-month period immediately prior to the individual's application for WIA funded services is used for income determination, the chart shows the six-month, figures for each family size. A comparison of the applicant's actual family income during the six-month income determination period with the six- figures for each family size.

Income includes but is not limited to monetary compensation for services, including wages, tips, salary, commissions, or fees before any deductions; alimony, military family allotments or other regular support from an absent family member or someone not living in the household; college or university scholarships (not needs based), grants, fellowships, and assistantships; severance payments; Social Services Disability Insurance payments, etc.

Income Exemptions include but are not limited to unemployment insurance; child support payments, including foster care child payments; needs-based Public Assistance programs; loans, etc.