

NEED WORK EXPERIENCE???
APPLY FOR THE
COLLEGE INTERNSHIP
PROGRAM!

EARN
\$12 PER
HOUR!

LEADERSHIP
DEVELOPMENT &
COMMUNITY
ACTIVITIES

ELIGIBILITY CRITERIA

18-21 years of age

Enrolled in College

Low Income

Males – Registered for Selective Service

Internship Start Date: 3/5/2012
Internship End Date: 6/12/2012

Deadline to submit application:
Friday, February 10, 2012

NEED TO MEET ONE
OF THESE BARRIERS

Parent/Pregnant

Basic Skills Deficient

Homeless

Foster Child

APPLICATION AVAILABLE ON
WWW.WORK2FUTURE.BIZ

DELIVER APPLICATION IN-PERSON TO:

WORK2FUTURE

YOUTH TRAINING CENTER

2072 LUCRETIA AVENUE,

SAN JOSE, CA 95122

For more info please contact:

Alix Perez (408) 591-1366

alix.perez@sanjoseca.gov, or

Iván Garcia (408) 591-3996

ivan.garcia@sanjoseca.gov, or

Noel Garcia (408) 591-3998

noel.garcia@sanjoseca.gov



work2future™
opportunity • jobs • success

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

- City Application & Supplemental Information Form
- Proof of Enrollment in College
- Letter of Recommendation from Professor

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)
- EEO & Grievance
- 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 months 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- Applicant Statement

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

- | | |
|---|--|
| <input type="checkbox"/> Proof of Foster Child Status | <input type="checkbox"/> Proof of Offender |
| <input type="checkbox"/> Proof of Homeless/Runaway | <input type="checkbox"/> Proof of High school Dropout |
| <input type="checkbox"/> Proof of Pregnant/Parenting | <input type="checkbox"/> Basic Skills Deficient (Testing required) |

Is Application Package Complete?

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

For more information please contact us: Ivan – (408) 591-3996,
Noel – (408) 591-3998, or Alix – (408) 591-1366, or email:

Ivan Garcia – ivan.garcia@sanjoseca.gov
Noel Garcia – noel.garcia@sanjoseca.gov
Alix Perez – alix.perez@sanjoseca.gov

**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 work2futureYouth Training Center

- 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 (complete) you will be asked to take a CASAS Assessment test the same day. The 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 Interning Experience!

Please ask about program start dates.

Have Questions or Concerns? Contact us!

For more information please contact us: Ivan – (408) 591-3996,
Noel – (408) 591-3998, or Alix – (408) 591-1366, or email:

Ivan Garcia – ivan.garcia@sanjoseca.gov
Noel Garcia – noel.garcia@sanjoseca.gov
Alix Perez – alix.perez@sanjoseca.gov

**work2future Youth Training Center 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.



City of San José Employment Application

200 E. Santa Clara Street, San José, CA 95113
Phone: (408) 535-1285 **Job Hotline:** (408) 535-6800
<http://jobs.cityofsj.org>

The City of San José is an Equal Opportunity Employer. Applicants for all job openings will be considered without regard to age, race, color, religion, sex, national origin, sexual orientation, marital status, pregnancy or childbirth, disability, medical condition, veteran status or any other consideration made unlawful under any federal, state or local laws.

Complete this application in its entirety. The City will only consider information contained on the application or supplemental materials specifically requested for this recruitment to determine your qualifications for the position in which you are applying. Incomplete or illegible applications may be disqualified. Documents submitted will not be returned. Resumes are not accepted in lieu of a completed application form.

POSITION APPLIED FOR:	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	
JOB REQUISITION #:	Current Employee: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, specify Employee ID #: _____	
Last Name First Name Middle Initial	Other names under which you have worked:	
Address	Telephone Number (home)	Telephone Number (day)
City, State, Zip	Email	

EDUCATION				
Have you completed 8th grade? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you have a High School diploma or equivalent (GED or CA Proficiency)? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Colleges, Universities (Name and Location)	Major	Total Units Earned		Degree Received (AA, BA, BS, MA, etc.)
		Semester	Quarter	
Languages spoken fluently, other than English which are related to the position for which you are applying for: <input type="checkbox"/> Spanish <input type="checkbox"/> Vietnamese <input type="checkbox"/> Cantonese <input type="checkbox"/> Mandarin <input type="checkbox"/> Tagalog <input type="checkbox"/> Ilocano <input type="checkbox"/> Cambodian <input type="checkbox"/> Sign Other: _____				
Licenses or Certificates which are related to the position for which you are applying for:				
List professional, trade, business, or civic activities and offices held which are related to the position for which you are applying for:				
If required by the job announcement, do you have a valid California Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No Class _____ License Number _____ Restrictions (other than eyeglasses): _____				
If no California Driver's License, do you have one from another state in the US? <input type="checkbox"/> Yes <input type="checkbox"/> No State _____ Class _____ License Number _____				

EMPLOYMENT HISTORY			
Begin with your most recent experience. List experience gained in the last ten years, including periods of self-employment and military service. DO NOT omit any employers during the last 10 years. Include full details about experience that, in your opinion, makes you qualified for the job for which you are applying. A resume will not, nor will reference to a resume, be accepted in lieu of providing complete information on a City application.			
Dates of employment From: _____(month) _____(year) To: _____(month) _____(year)	Title of your position Type of business or organization	Salary Beginning: _____ Ending: _____	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time Hours/Week _____
Name and Address (include city, state, ZIP) of Current or Most Recent Employer		Name/Title of your immediate supervisor Supervisor Phone: _____ May we contact her/him? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Number of people and types of positions you supervised:			
Description of Duties, Responsibilities, and Accomplishments			

City of San José

Dates of employment From: _____(month) _____(year) To: _____(month) _____(year)	Title of your position Type of business or organization	Salary Beginning: Ending:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time Hours/Week _____
Name and Address (include city, state, ZIP) of Current or Most Recent Employer		Name/Title of your immediate supervisor	
		Supervisor Phone: _____ May we contact her/him? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Number of people and types of positions you supervised:			
Description of Duties, Responsibilities, and Accomplishments			
Dates of employment From: _____(month) _____(year) To: _____(month) _____(year)	Title of your position Type of business or organization	Salary Beginning: Ending:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time Hours/Week _____
Name and Address (include city, state, ZIP) of Current or Most Recent Employer		Name/Title of your immediate supervisor	
		Supervisor Phone: _____ May we contact her/him? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Number of people and types of positions you supervised:			
Description of Duties, Responsibilities, and Accomplishments			
Dates of employment From: _____(month) _____(year) To: _____(month) _____(year)	Title of your position Type of business or organization	Salary Beginning: Ending:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time Hours/Week _____
Name and Address (include city, state, ZIP) of Current or Most Recent Employer		Name/Title of your immediate supervisor	
		Supervisor Phone: _____ May we contact her/him? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Number of people and types of positions you supervised:			
Description of Duties, Responsibilities, and Accomplishments			
Have you ever been terminated or asked to resign from a position? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please give details.			
Have you ever been convicted of a felony or misdemeanor in violation of any law, regulation, or ordinance? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide court information and circumstances below. Conviction is not an automatic disqualification from employment. Each case is considered individually; however, failure to list a conviction is cause for automatic ineligibility for hire or dismissal. It is City policy to obtain and review conviction records. You may omit any traffic offense, which was an infraction and resulted in a fine of less than \$400. You may also omit any conviction for marijuana-related offenses that are beyond two years in age.			
Do you have any relatives employed by the City of San José? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, please identify first and last name, department and title, and relationship.			
First Name	Last Name	Department	Title
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CERTIFICATION OF APPLICANT (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. I also understand that falsification or omission of information regarding convictions will result in my removal from eligible lists or dismissal from City of San Jose employment. I understand that I give the right to the City of San Jose to check any information regarding my employment application.

Signature of Applicant: _____ Date: _____

Do you need an accommodation(s) to participate in the testing process? Yes No

Please explain:

HOW DID YOU FIRST LEARN OF THIS JOB OPPORTUNITY?

- | | |
|---|---|
| <input type="checkbox"/> (1) City of San José website: www.jobs.cityofsj.org | <input type="checkbox"/> (7) San José Mercury Newspaper |
| <input type="checkbox"/> (2) City of San José - Employee Services Department | <input type="checkbox"/> (8) Other Newspaper _____ |
| <input type="checkbox"/> (3) City of San José employee | <input type="checkbox"/> (9) Job Fair _____ |
| <input type="checkbox"/> (4) City of San José Job hotline: (408) 535-6800 | <input type="checkbox"/> (10) Internet job board _____ |
| <input type="checkbox"/> (5) Mailed job announcement | <input type="checkbox"/> (11) Radio/TV/Theater _____ |
| <input type="checkbox"/> (6) Professional Journal _____ | <input type="checkbox"/> (12) Other _____ |

Section 1233 of the California Government Code gives each applicant the opportunity to voluntarily indicate his/her identification on an employment application. Each applicant also has the opportunity to voluntarily identify any disability(s). This information will be used by the City of San José in conducting research and in compiling statistical reports regarding the composition of its job applicants and work force. It is illegal to use this information to discriminate against, or give preference to, a person for hiring or promotion. After this information has been recorded by the Employee Services Department, it will be removed from the application prior to review by hiring departments.

PLEASE INDICATE GENDER:

- Male Female

PLEASE CHECK ONE BOX WHICH APPLIES TO YOUR ETHNIC GROUP:

- African-American/Black (not of Hispanic Origins):** All persons having origins in any of the Black racial groups of Africa.
- Asian or Pacific Islander:** All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands.
- Hispanic:** All persons of Mexican, Puerto Rican, Cuban, Central/South American, or other Spanish cultures, regardless of race.
- Native American or Alaskan Native:** All persons having origins in any of the original peoples of North America, or who maintain cultural identification through tribal affiliation.
- Filipino:** All persons having origins in the Philippine Islands
- White (not of Hispanic Origin):** All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- Other** _____

SUPPLEMENTAL QUESTIONS

Date of Birth: _____

Social Security Number: _____

Have you worked for the City of San Jose in the Past?

Yes

No

If Yes when: _____

W2FWIB – OD; Ver.1 - 3.09

Release Date:

To: All work2future providers of services

Revised/Released:

From: Christopher Donnelly, Assistant Director

Effective Date: April 1, 2009

SUBJECT: NONDISCRIMINATION AND EQUAL OPPORTUNITY PROCEDURES NOTICE



Reference: WSD07-6, January 16, 2008; Workforce Investment Act; Title 20 CFR 667.600

OPERATIONAL DIRECTIVE

1290 Parkmoor Avenue • San Jose • CA • 95126-3449
2450 Bascom Avenue, Campbell, CA 95008
7800 Arroyo Circle, Gilroy, 95020

NOTICE TO INTERESTED PARTIES:

work2future provides program services and/or training made possible by WIA and Wagner-Peyser funding. work2future staff, its partner staff, its contractors, and any person or agency receiving funding from work2future must comply with the procedures and reporting requirements of the State Directive referenced above. All providers of services must establish, document, and implement procedures as specified in these Directives. Persons filing a complaint (complainants) shall be free from restraint, coercion, reprisal, or discrimination; both state and federal law prohibit retaliation against a complainant.

If you want to file a complaint, please see the receptionist at the front desk to receive a copy of the Nondiscrimination and Equal Opportunity Policies and Procedures and all relevant forms. All necessary information to contact the Customer Relations Manager will be made available. The Customer Relations Manager will provide technical assistance to the complainant regarding how to file or amend the complaint and will, additionally, provide clarifications and interpretations of relevant provisions

Nondiscrimination and Equal Opportunity Notice:

It is against the law for any recipient of federal financial assistance to discriminate:

- Against any individual in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief.
- Against any beneficiary of programs financially assisted under Title I of the Workforce Investment Act of 1998 (WIA), on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his or her participation in an WIA Title I, financially assisted program or activity.

As recipients, work2future, its contractors, and its vendors may not discriminate in any of the following areas: (1) deciding who will be admitted, or have access to, any WIA Title I financially assisted program or activity; (2) providing opportunities in, or treating any person with regard to such a program or activity; or (3) making employment decisions in the administration of, or in connection with, such a program or activity.

If you think you have been subjected to discrimination under a WIA Title I financially assisted program or activity, you may file a complaint within **180 days** from the date of the alleged violation with work2future's Customer Relations Manager for immediate referral to the City of San Jose's Equal Opportunity (EO) Officer, or you may file your complaint with:

The Civil Rights Center (CRC)
U. S. Department of Labor
200 Constitution Avenue, NW, Room N-4123
Washington, DC 20210

If you file your complaint with work2future/City of San Jose, the Local Workforce Investment Area (LWIA) is allowed 90 days to issue a written Notice of Final Action before you file a complaint with the CRC. If the LWIA does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you do not have to wait for the LWIA to issue that Notice before filing a complaint with CRC. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with work2future).

If the LWIA *does* give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

My signature below certifies that I have read and understand the Nondiscrimination and Equal Opportunity procedure for WIA programs operated by work2future; if requested, I have received a copy of the referenced Employment Development Department's Nondiscrimination and Equal Opportunity Procedures Directive.

Participant's Printed Name: _____ **Badge/Application #:** _____

Participant's Signature: _____ **Date:** _____

W2FWIB – OD; Ver.1 - 3.09

Release Date:

To: All work2future providers of services

Revised/Released:

From: Christopher Donnelly, Assistant Director

Board Approved: 6/18/09

Effective Date: April 1, 2009

SUBJECT: GRIEVANCE AND COMPLAINT PROCEDURE



Reference: WSD-08-4, September 3, 2008; Workforce Investment Act; Title 20 CFR 667.600

OPERATIONAL DIRECTIVE 1290 Parkmoor Avenue • San Jose • CA • 95126-3449
2450 Bascom Avenue, Campbell, CA 95008
7800 Arroyo Circle, Gilroy, 95020

NOTICE TO INTERESTED PARTIES:

work2future provides program services and/or training made possible by WIA and Wagner-Peyser funding. work2future staff, its partner staff, its contractors, and any person or agency receiving funding from work2future must comply with the procedures and reporting requirements of the State Directive referenced above. All providers of services must establish, document, and implement procedures as specified in these Directives. Persons filing a complaint (complainants) shall be free from restraint, coercion, reprisal, or discrimination; both state and federal law prohibit retaliation against a complainant.

If you want to file a complaint, please see the receptionist at the front desk to receive a copy of the Grievance and Complaint Policies and Procedures and all relevant forms. All necessary information to contact the Customer Relations Manager will be made available. The Customer Relations Manager will provide technical assistance to the complainant regarding how to file or amend the complaint and will, additionally, provide clarifications and interpretations of relevant provisions.

The filing of the complaint with the LWIA (work2future) shall be considered as a request for a hearing. If you file a complaint, work2future will attempt to resolve the complaint informally. A copy of the complaint shall be sent to the Contractor/Vendor, as applicable, and both parties notified of the opportunity for an informal resolution. When the complaint has been resolved through the informal resolution process, the LWIA (work2future) shall attempt to contact the complainant and have him or her provide a written withdrawal of the complaint within 10 days of the receipt of the notice of resolution or impasse where a complainant decides not to proceed to an administrative hearing. The LWIA shall maintain copies of the correspondence. If this informal process does not resolve the complaint, you will have the right to be heard by an impartial Hearing Officer.

The following principles and rules apply to all grievances and complaints (except Discrimination and Equal Opportunity complaints):

1. Hearings on any grievance or complaint shall be conducted within 30 days of filing and decisions shall be made no later than 60 days after filing.
2. The complainant and the respondent must be notified in writing of the hearing 10 days prior to the date of the hearing.
3. All complaints must be made in writing within 1 year of the alleged occurrence.
4. Complainants have the right to withdraw their complaints (in writing) at any time before the hearing. A complaint can be amended to correct technical deficiencies but not to add issues.
5. Complainants can be represented, at their expense, by a person(s) of their choice at all levels of the complaint process.
6. Complainants must exhaust LWIA (work2future) level hearing procedures before appealing to the State except where the State determines that the LWIA (work2future) procedures do not comply with State Procedures.

At each step of the complaint process, the participant must be notified in writing of the next procedural step. WIA participants who do not receive a written decision within 60 days of filing their complaint or who received an unsatisfactory decision may file a complaint with:

Employment Development Department (EDD)
Attn: Compliance Review Division, MIC-22M
P.O. Box 826880
Sacramento, CA 94280-0001

A participant has the right to request a State Hearing within 10 days of the date of the decision. The State Review will be limited to violations of the Workforce Investment Act (WIA), implementing WIA regulations or this grant agreement. The review shall be limited to the record established at the LWIA hearing.

My signature below certifies that I have read and understand the official grievance and complaint procedure for WIA programs administered by work2future; if requested, I have received a copy of the referenced EDD Grievance and Complaint Procedures Directive.

Participant's Printed Name: _____ Badge/Application #: _____

Participant's Signature: _____ Date: _____