



# Application (for Workforce Investment Services)

SkillSource is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

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

CMS # \_\_\_\_\_

Today's date:		Social security number:	
First name: _____ Middle Initial: _____		Last name: _____	
Home phone: _____ Message phone: _____		Email address: _____	
Mailing Address: City: _____ Zip Code: _____		If different, street address : _____ City: _____ Zip code: _____	
Date of birth: _____	Age: _____	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Decline to Identify	
<b>Are you legally entitled to work in the U.S.?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No Do you have a Permanent Resident Card? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you have an Alien Registration Card? <input type="checkbox"/> Yes <input type="checkbox"/> No - Alien Registration Expiration Date _____		<b>Do you have a disability?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, has it caused difficulty finding or keeping employment? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Are you currently attending any of the following:</b> <input type="checkbox"/> Alternative high school <input type="checkbox"/> High school <input type="checkbox"/> Community college <input type="checkbox"/> Open Doors Program <input type="checkbox"/> Home School <input type="checkbox"/> Other School <input type="checkbox"/> None of the above		<b>Education level?</b> <input type="checkbox"/> Some high school (highest grade completed _____) <input type="checkbox"/> High School Diploma <input type="checkbox"/> GED <input type="checkbox"/> AA Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree <input type="checkbox"/> Doctorate	
<b>Are you registered with Selective Service?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable (because of age or gender)		<b>Military service?</b> (If Yes please enter dates) <input type="checkbox"/> Yes Date entered Month ___ Day ___ Yr ___ <input type="checkbox"/> No Date discharged Month ___ Day ___ Yr ___	
<b>Are you currently employed?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No  Hourly wage \$ _____ Hours per week _____ Employer: _____		<b>Are you receiving unemployment insurance?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Did you lose your last job because of any of the following reasons?</b> <input type="checkbox"/> Terminated <input type="checkbox"/> Laid Off <input type="checkbox"/> Plant/Business Closure <input type="checkbox"/> Other reason (please explain): _____  <b>If yes, name of employer:</b> _____ <b>City/State</b> _____  <b>Job title:</b> _____ <b>Employment End Date:</b> _____  <b>Ending wage: \$</b> _____ <input type="checkbox"/> Hourly <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly			

<p><b>Are you a migrant or farmworker?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes: <input type="checkbox"/> Farmworker <input type="checkbox"/> Migrant <input type="checkbox"/> Migrant farmworker</p> <p>Type: <input type="checkbox"/> Food Processing <input type="checkbox"/> Agricultural Production &amp; Services</p>	<p><b>Do you understand English?</b>  <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>If no, do you need an interpreter?</b>  <input type="checkbox"/> Yes What language? _____  <input type="checkbox"/> No</p>	
<p><b>Are you currently receiving a Pell Grant?</b></p> <p><input type="checkbox"/> Yes  <input type="checkbox"/> No</p> <p>What are you studying? _____</p> <p>Educational Institution? _____</p>	<p><b>Are you currently receiving public assistance?</b>  <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>If yes, what type?</b></p> <p><input type="checkbox"/> TANF \$ _____  - w/in 2 years of exhausting TANF? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> General Assistance \$ _____</p> <p><input type="checkbox"/> Food Stamps \$ _____</p> <p><input type="checkbox"/> Other: _____ \$ _____</p>	
<p><b>Are you homeless?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>Live in a temporary shelter?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>Temporarily staying with friends?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><b>Valid driver's license?</b>  <input type="checkbox"/> Yes State? _____  <input type="checkbox"/> No</p>	
<p><b>Have you been convicted or pled no contest to any criminal offense?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>If yes:</b> Date: _____ Are you currently on: Probation or parole? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="margin-left: 150px;">Home detention <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="margin-left: 150px;">Work Release <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="margin-left: 150px;">Juvenile probation <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p><b>Are you a single parent?</b>  <input type="checkbox"/> Yes  <input type="checkbox"/> No</p>	<p><b>If you are 24 or younger, Are you pregnant or do you have a child?</b>  <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p><b>Are you in foster care?</b>  <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	
<p><b>Back Up Contacts:</b></p>		
1. Name	Relationship	Phone #
2. Name	Relationship	Phone #

For Staff Use Only			
Annualized Applicant Income: \$ _____		CASAS Reading Score:	CASAS Math Score:
Family Size _____ Annualized Family Income \$ _____			
Low Income: <input type="checkbox"/> Yes <input type="checkbox"/> No	Youth 5% Window? <input type="checkbox"/> Yes <input type="checkbox"/> No	Youth Only: <b>Needs Additional Assistance?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
Income Documented by: <input type="checkbox"/> Family Income Sheet <input type="checkbox"/> Self-Attestation			

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

Enter your WORK HISTORY: all jobs in the last six months and a least your last three jobs (Most recent employer first)

Employer name:	Start date:	End date:
Job title:	Ending salary:	Hours per week:
Reason for leaving:		
Employer name:	Start date:	End date:
Job title:	Ending salary:	Hours per week:
Reason for leaving:		
Employer name:	Start date:	End date:
Job title:	Ending salary:	Hours per week:
Reason for leaving:		

Please describe your EDUCATION and any CERTIFICATES you have earned:

School or College:	
Degree:	Completion Date:
School or College:	
Degree:	Completion Date:
Certificate:	Completion Date:
Certificate:	Completion Date:

Please list everyone living in your household:

Relationship	Last Name	First Name	Age	Dependent? (Y/N)

I certify the information provided on this document is true and accurate to the best of my knowledge and belief. I understand that such information on this application is subject to verification and further understand that the above information, if misrepresented or incomplete, may be grounds for immediate termination from any WIOA program and/or penalties as specified by law. I understand services are subject to availability of federal funds. I have been advised of equal opportunity, appeal rights, complaint procedures, and the use of my personal information.

Signature:	Date:
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## **SkillSource Data Sharing Notice**

The information you provide us is private and confidential and will be shared among SkillSource partners to facilitate the delivery of services to you. Examples of SkillSource partners are community colleges, community service organizations, the Department of Social and Health Services (DSHS), and the Division of Vocational Rehabilitation within DSHS, and WorkSource. The information will be shared with SkillSource partners only for the purpose of providing you employment and training-related services.

The information we will share includes personal information you provide such as your name, address and Social Security Number, other relevant identifying information, and your employment and educational history. Sharing of the information among SkillSource partners allows you to receive services from them without having to give the same information to each of the partners.

By contract, SkillSource partners are prohibited from further disclosing this information. This information is not subject to disclosure under the Public Records Act (RCW 42.17.310).

You may ask us to not share your information and we will honor that request, and your eligibility for services will not be affected. However, in order to take advantage of the services SkillSource partners offer, you will need to give each of them information about yourself. Unless you ask us to not share your information, the relevant information will be shared with our SkillSource partners, so they can assist you in employment and training-related services.

Please be advised that even if you ask us to not share your information with SkillSource partners, your information may be shared or disclosed as otherwise required by state or federal law. (AG version, 8/1/00)

I authorize sharing my data with SkillSource partners.

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Signature

Date

Parent authorization (if applicant is under 18 years of age):

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Signature

Date

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### **SMS (TEXT MESSAGING) AUTHORIZATION**

- I am OPTING IN to receive mobile device text messages (SMS) from SkillSource regarding my services and case management using the phone number(s) I have provided. I understand that message & data rates may apply. I can reply STOP to opt out of further messaging.
- I do not wish to be contacted by SMS text messages.

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Signature

Date

Parent authorization (if applicant is under 18 years of age):

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Signature

Date

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## Income & Family Size Worksheet

Name \_\_\_\_\_ Date \_\_\_\_\_ Family Size: \_\_\_\_\_

Please list all income received by family members in the last six months.

From \_\_\_\_\_ to \_\_\_\_\_

(Bring verification documents for public assistance, food stamps and any of the includable income except wages)

FAMILY MEMBER	NAME (SELF):	NAME:	NAME:	NAME:
<b><u>INCLUDABLE</u></b>				
Wages ( before deductions)				
Self-Employment (net)				
Alimony/Maintenance				
Military Allotment				
Pension				
Income from rents/annuities				
Interest, dividends, lottery winnings				
Veteran Benefits				
Disability/Health Payments				
Scholarships/Grants (Except PELL grants)				
Unemployment (UI)				
Child Support				
Old Age & Survivors Insurance (OASI)				
Social Security Disability (SSDI)				
<b>TOTAL LAST 6 MONTHS</b>				
<b><u>EXCLUDABLE</u></b>				
Public Assistance				
Food Stamps				
Payments from training program				
PELL Grants				
Terminal leave pay				
Supplemental Security Income (SSI)				
Military Allowance				
Other				
<b>TOTAL LAST 6 MONTHS</b>				

I attest that the information stated above is true and accurate to the best of my knowledge and belief. I understand that such information is subject to verification and further understand that the above information, if misrepresented, or incomplete, may be grounds for immediate termination from any WIOA program and/or penalties as specified by law.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_



### AUTHORIZATION FOR RELEASE OF INFORMATION

I hereby authorize SkillSource to release appropriate personal information to partner agencies only as necessary to document program eligibility, training progress and/or completion, or to support Title I activities. I understand that SkillSource will keep my personal information confidential and will not release it to unauthorized outside entities.

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Name (Please Print)

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Signature

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Date

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Social Security Number

# WIOA Summary of Program Complaint Procedures

## RIGHTS

You have the right to file a complaint if you feel you have a complaint relating to your employment and/or training and will not be penalized for filing a complaint. Your complaint must contain sufficient information for us to determine who is authorized to handle the complaint.

## FILING A COMPLAINT

To file a complaint, contact a local staff person and tell her/him that you want to file a complaint. Local staff will provide you with the necessary information and assistance to put your complaint in writing. Within 25 days of filing the complaint, a solution will be offered to resolve the matter. If you feel that your complaint is not resolved during this initial resolution effort, a hearing will be scheduled.

## INFORMATION REGARDING HEARINGS

A hearing will be provided within sixty (60) days of the receipt of a complaint, unless the complaint is resolved prior to the hearing date. The following information will be provided to you prior to the hearing date:

- The date of the notice, name of the complainant, and the name of the party against whom the grievance or complaint is filed;
- The date, time, and place of the hearing;
- A statement of the alleged violations; and
- The name, address, and telephone number of the contact person issuing the notice.

## DECISION AND APPEAL PROCESS

A hearing decision will be provided within 60 days of filing your complaint, unless the complaint is resolved without a hearing. If you are not satisfied with the final decision, or if a decision has not been reached within the 60 day timeframe, you may send a written and signed notice of appeal via e-mail to [WCDDPolicy@esd.wa.gov](mailto:WCDDPolicy@esd.wa.gov) or by mail at:  
Workforce Career Development Division

Employment Security Department  
PO Box 9046  
Olympia, WA 98507-9046

*SkillSource is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. For Washington Telecommunications Relay Service dial 711.*

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Applicant Signature

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Date

# EQUAL OPPORTUNITY NOTICE

## Equal Opportunity Is the Law

It is against the law for this recipient of Federal financial assistance to discriminate on the following bases:

Against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I-financially assisted program or activity.

The recipient must not discriminate in any of the following areas:

Deciding who will be admitted, or have access, to any WIOA Title I-financially assisted program or activity; providing opportunities in, or treating any person with regard to, such a program or activity; or making employment decisions in the administration of, or in connection with, such a program or activity.

Recipients of federal financial assistance must take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request and at no cost to the individual, recipients are required to provide appropriate auxiliary aids and services to qualified individuals with disabilities.

## What To Do If You Believe You Have Experienced Discrimination

If you think that you have been subjected to discrimination under a WIOA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either: The recipient's Equal Opportunity Officer (or the person whom the recipient has designated for this purpose); or The Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW., Room N-4123, Washington, DC 20210 or electronically as directed on the CRC Web site at [www.dol.gov/crc](http://www.dol.gov/crc).

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above). If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you may file a complaint with CRC before receiving that Notice. 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 the recipient). If the recipient 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.

### Local Equal Opportunity Officer

Susan Coe  
SkillSource  
240 N Mission  
Wenatchee, WA 98801  
[susanc@skillsource.org](mailto:susanc@skillsource.org)  
509.663.3091/ WA Relay 711

OR

### The Director, Civil Rights Center (CRC)

US Department of Labor  
200 Constitution Ave NW, Room N-4123  
Washington, DC 20210

Or electronically as directed  
on the CRC Web site at [www.dol.gov/crc](http://www.dol.gov/crc)

I certify that I have been provided a copy of this statement:

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Applicant Signature

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Date

## SkillSource Self-Attestation Form (Adult & DW)

### Applicant Information:

<b>Last Name:</b>	<b>First Name:</b>	<b>Middle Initial:</b>
<b>Address:</b>	<b>City:</b>	<b>State:</b>
		<b>Zip:</b>

### Individuals entering WIOA services may self-attest to the information below:

1. Are you low-income?

<input type="checkbox"/> <b>Yes, one or more of the following applies to me</b> (check all that apply)			<input type="checkbox"/> <b>No, none of these applies to me</b>
	Family Size	Income for the last 6 months	
<input type="checkbox"/>	1	\$8,072 or less	
<input type="checkbox"/>	2	\$13,222 or less	
<input type="checkbox"/>	3	\$18,153 or less	
<input type="checkbox"/>	4	\$22,407 or less	
<input type="checkbox"/>	5	\$26,443 or less	
<input type="checkbox"/>	6	\$30,924 or less	
<input type="checkbox"/>	7	\$35,405 or less	
<input type="checkbox"/>	8	\$39,885 or less	
<input type="checkbox"/>	Receiving Food Stamps, TANF or SSI (or have received in the last 6 months)		
<input type="checkbox"/>	Homeless		

2. Are you legally entitled to employment within the U.S. and territories? (Adult and DW)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
3. Have you been terminated, laid off, or received a notice of termination or layoff? (DW Categories 1 and 2)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
4. Are you a military service member who was discharged or released from service (under conditions <u>other than dishonorable</u> ) or has received a notice of military separation? (DW Category 5)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
5. Were you unable to continue employment due to your spouse's permanent change of military station, or did you lose employment as a result of your spouse's discharge from the military? (DW Category 6)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
6. Were you self-employed, but are unemployed as a result of general economic conditions in the community in which you reside? (DW Category 3)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
7. Are you a displaced homemaker? (DW Category 4)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<i>Note: A displaced homemaker is an individual who was dependent on the income of another family member and is no longer supported by the income of another family member.</i>				

### Self-Attestation Statement: *to be completed by applicant if needed/as needed*

*I certify that the information provided on this document is true and accurate to the best of my knowledge and belief. I understand that such information is subject to verification and further understand that the above information, if misrepresented or incomplete, may be grounds for immediate termination from any WIOA program and/or penalties as specified by law.*

<b>SIGNATURE OF PARTICIPANT</b>	<b>DATE</b>
X	

### Staff Verification Statement:

*I certify that the individual whose signature appears above provided the information recorded on this form.*

<b>SIGNATURE OF STAFF</b>	<b>DATE</b>
X	