

Career Seekers Membership Application



FULL NAME _____ SSN _____
BIRTHDATE _____ TELEPHONE _____
ADDRESS _____
CITY _____ ZIP _____ COUNTY _____

FATHER'S FULL NAME AND HOME ADDRESS _____

MOTHER'S FULL NAME AND HOME ADDRESS _____

FATHER'S EMPLOYER _____ MOTHER'S EMPLOYER _____

PLEASE LIST ANY SPECIAL SKILLS YOU HAVE OR WORK THAT YOU ARE ESPECIALLY GOOD AT. _____

WHAT ARE YOUR HOBBIES? _____

WHERE DO YOU GO TO SCHOOL? _____ WHAT GRADE? _____

PLEASE USE THIS SPACE TO GIVE US ANY OTHER INFORMATION THAT YOU THINK IS IMPORTANT ABOUT YOURSELF. _____

PLEASE RETURN THIS FORM TO:

Career Seekers

c/o C.E.F.S. Economic Opportunity Corporation
Illinois Employment and Training Center – Effingham
2311 Hoffman Drive
Effingham, Illinois 62401

Call us with questions or if you need further information at (217) 342-4149 extension 227.

“The future’s so bright, we gotta wear shades!”

C.E.F.S. Economic Opportunity Corporation
“Community Action Agency”
Effingham, Illinois





Career Seekers

*a project of C.E.F.S. Economic Opportunity Corporation
sponsored by the Crossroads Workforce Investment Board*

Member Orientation

Our Purpose

Career Seekers is funded under the federal Workforce Investment Act of 1998. The purpose of the Act is to provide activities that increase employment, retention, earnings, and skills in the American workforce. We provide members with assistance in achieving academic and employment success through skill-building activities, effective connections with employers, on-going mentoring and support. Our members develop leadership skills, learn how to make good decisions, grow as citizens and provide important services to the community.

Membership

Membership is open to youth aged 14 to 21 who meet federal requirements and **Career Seekers** eligibility standards. Each application is reviewed by our staff to determine suitability for membership. In general, we look for young people who want to improve their lives and are willing to commit themselves to higher achievement.

Activities

Career Seekers members will be involved in the following activities.

- ◆ opportunities for work experiences, internships and job shadowing, including summer employment opportunities and voluntary service to the community
- ◆ career decision-making activities...assessment of skills, interests, abilities and aptitudes...self-awareness exercises...individual and group research activities...connections with local employers
- ◆ mentoring from a qualified adult
- ◆ career leadership sessions which develop the “soft skills” employers demand
- ◆ help in successfully completing high school or GED studies
- ◆ group and individual instruction (including computer-based training) to develop academic and occupational skills
- ◆ comprehensive guidance and support from our expert staff
- ◆ follow-up services for up to a year after membership ends

Each member will follow an individual **Career Seekers** plan during their time with us to help ensure their success in achieving educational and employment goals. Additional benefits and requirements may apply to some members based on their specific goals and needs.

Work Experience

Many of our members will be involved in a paid work experience activity, including 10 weeks of summer employment. An orientation packet describing attendance requirements, payroll procedures and schedule, evaluations, on the job safety, termination policies and contact information will be provided.

Skills Bank

Based on assessment information, members will participate in academic skill development using the computer-based *Skills Bank* program. Members will be paid for their time on task and participation is required as scheduled.

Job Shadowing

Members will be required to participate in job shadowing activities, selecting a minimum of three shadow sites for the initial quarter of the program. It is the responsibility of each member to develop the sites for shadowing, with guidance from staff. Members will be paid for their time on task and participation is required as scheduled.

Career Leadership Sessions

A series of Career Leadership Sessions will be scheduled to help members gain competence in solving problems, making decisions, reasoning, creative thinking, interpersonal skills, job seeking and job keeping, study skills and a host of other areas which are important for success in the workplace. These sessions will be held from 9 AM to 12 Noon approximately every two weeks during the summer, and then once per month at a convenient time during the school year. Members will be paid for their time on task and participation is required as scheduled.

Individual Activities

Career Seekers members will be involved in independent and individual activities in addition to participation in group sessions or training activities. Regular appointments with our staff will be scheduled for each member, as will meetings with a qualified adult mentor. Participation is required as scheduled.

Evaluations and Incentives Program

In addition to pay for hours of participation, members may become eligible for incentives based on exemplary performance and superior evaluations. Your **Career Seekers** staff contact will have further information on the incentives program and how you can participate.

Questions or Further Information

Our staff will be available to answer questions you may have at any time during your membership in **Career Seekers**. There may be additional benefits and requirements applicable from time to time. Please contact us with any questions or concerns.

Welcome to Career Seekers and Best Wishes for a Bright Future!



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Member Agreement

I wish to participate as a member of **Career Seekers**. I have received an orientation and agree to the conditions of membership.

- ◆ I will work with my **Career Seekers** staff person to develop my individual membership plan, and will participate in sessions and activities as scheduled. I will keep appointments made for individual guidance and counseling, mentoring, job shadowing and other activities as required.
- ◆ I understand that **Career Seekers** will be highly publicized and that newspapers, magazines, television and other media might take pictures for promotional use, that I will receive no compensation for their use and I hereby give my permission for the use of any pictures taken.
- ◆ I understand that I will be provided with a **Career Seekers** uniform and I agree to wear it during participation in work experiences and other activities as required, and to abide by the dress code.
- ◆ I understand that placement into work or other activities will be based on a thorough assessment of my current skills, abilities, interests, aptitudes and personal circumstances as discussed with my **Career Seekers** staff person and I agree to participate in activities assigned to me during my membership and give them my best effort (even if I don't like some of them).
- ◆ I understand that my membership can be terminated immediately at any time for appropriate cause. The following are examples of cause for termination.
 - being late, poor attendance, missing appointments, not meeting the dress code
 - poor work performance or not applying myself or participating fully in activities
 - theft, lying, deceit
 - refusal to cooperate with staff, worksite supervisors or other authorized person
 - smoking on site, drugs, weapons

My membership can be terminated for other appropriate cause as determined by staff.

- ◆ I agree to treat others (members, staff, supervisors and anyone else I come into contact with during participation) with respect and to resolve any personal situations in a mature manner. I agree to support the team as we achieve together.
- ◆ Throughout my participation I will strive to learn and grow, making the most of my time as a member of **Career Seekers**.

Member's Signature _____ Date _____



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Incentives Program – Summer of 2000

Attendance Incentives

- ★ perfect attendance and punctuality for three straight weeks – \$25.00 gift certificate
- ★ perfect attendance and punctuality for six straight weeks – additional \$50.00 gift certificate
- ★ perfect attendance and punctuality for nine straight weeks – additional \$75.00 gift certificate

A member who maintains perfect attendance and punctuality throughout the entire nine weeks of work experience is eligible to receive the total of \$150.00 in gift certificates.

Completion Incentive

A member who completes all of the required assignments during the summer session (including work experience, career leadership sessions, three job shadow experiences, assigned individual work and keeping scheduled appointments) will be eligible to receive an additional \$150.00 in cash or gift certificates.

Additional Rewards

Career Seekers staff members will have other valuable items available to reward members who display outstanding performance at any given time. Throughout the summer session, we plan to catch you doing something right!

The Fine Print

In order to be eligible for any of the incentives or rewards, a member must be participating in accordance with the membership agreement, and giving his or her best effort to assignments. Our staff will use their discretion in awarding incentives and rewards, within the guidelines of the program and the norms of fairness. This incentive program should not be construed as a contract or obligation of any sort, and we reserve the right to amend or cancel it at any time.