

Cover Letter

July 19, 2010

Dear Prospective Green Cadre Participant:

Thank you for your interest in the work2future **Green Cadre** 2010-2011.

Explore careers in the Green Industry, develop leadership skills, transform our local communities for the better, and be an ambassador for the 10-point Clean and Green Vision.

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

- 18-24 years old (*as of October 1, 2010*)
- Have low income status (*see Income Guidelines pg. 8 for income criteria*)*
- Have a barrier to employment or educational attainment (*see Checklist pg. 6 Part C 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 will tentatively run from October 2010 to March 2011. For approximately 24 hours a week, participants will improve their communities, gain clean and green skills through workshops, trainings, fieldtrips, internships & civic engagements with other organizations, in addition to receiving a partial bi-weekly stipend during the latter half of the program.

Green Cadre Requirements and Rules:

To be considered, please attach this signed letter with your application. Be sure to keep a copy of your entire application for yourself. A complete application consists of all the items on the Application Checklist (*See page 6*). For your convenience, you will meet with a staff member one-on-one when submitting your application to ensure all necessary items have been included. An informational forum is scheduled on July 16, 2010 at 1:00pm – 4:00pm at work2future, 1290 Parkmoor Avenue, San Jose CA, 95126. We will begin accepting applications on this day, so we hope to see you there!

Review this packet and if you have any questions or concerns, please call: David Lovato (408) 794-1137 or May Nguyen (408) 794-1156; or you can email us at work2futureyouthprogram@gmail.com.

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

Print Applicant Name: _____

Applicant Signature: _____ Date: _____

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GREEN CADRE

City of San José ♦ Office of Economic Development

APPLICATION

Return Application to:
work2future c/o Green Cadre
One Stop Career Center
1290 Parkmoor Avenue, San José, CA 95126

- 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: | Male | 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 NO | | | | |
| 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 | Paid – Pay Rate \$ _____ 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 | Paid – Pay Rate \$ _____ 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: Conversational Fluent | English reading skills: Basic Intermediate Advanced | English writing skills: Basic Intermediate Advanced |
| Languages spoken other than English: Spanish Vietnamese Cantonese Mandarin Tagalog Cambodian American Sign Language Other: | | |
| Computer skills: Basic Intermediate Advanced | | |
| Software programs used: (mark all that you can use) Microsoft Word Excel PowerPoint Internet Access Other: | | |
| Office equipment used: Fax machine Copy machine Telephone Other: | | |

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

Hand tools used (please list):

LIST YOUR INTERESTS AND EXTRACURRICULAR ACTIVITIES:

EMPLOYMENT DOCUMENTS REQUIRED (WHEN TURNING IN APPLICATION):

- 1. A U.S. Passport or Certificate of U.S. Citizenship/Naturalization:
- OR**
- 2. One form of Picture ID (CA ID card or Driver’s License, or Student ID) **AND** proof of eligibility to work (Original Social Security Card or Birth Certificate)

PLEASE CHECK ALL THAT APPLY: (Optional)

Ethnicity: A job applicant has the opportunity to voluntarily indicate his/her ethnic identification on an employment application. Each applicant also has the opportunity to voluntarily identify any disabilities. This portion of the application will be kept confidential, and may assist the employer and placing agencies to compile statistical reports regarding the composition of the participants in any related educational and/or employment programs. It is unlawful to use this information to discriminate against or give preference to a person for hiring or promotion.

- Asian Indian Cambodian Chinese Filipino Guamanian Hawaiian Japanese Korean Laotian
- Samoan Vietnamese Other Pacific Islander Other Asian Black – African American
- Hispanic or Latino American Indian/Alaskan Native White Other

CONFIDENTIAL INFORMATION:

Have you ever been fired from a position? YES NO If yes, please explain:

Have you ever been convicted of a felony or misdemeanor in violation of any law, regulation, or ordinance? YES 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 a 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 Jose? YES NO If yes, please identify first and last name, department and title, and relationship.

Please use this space or additional sheet if there is any additional information relating to the topics listed above that you like to share.

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. 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

Supplemental Questions

- Please answer all questions completely and don't forget to write clearly and legibly with blue/black ink pen or you may attach a typed copy.

TELL US ABOUT YOURSELF...

WHAT DOES "CLEAN AND GREEN" MEAN TO YOU?

TELL US ABOUT SOMETHING YOU HAVE DONE THAT YOU ARE REALLY PROUD OF OR A MAJOR CHALLENGE YOU HAD TO OVERCOME.



Application Checklist

NAME _____ Staff Initials _____

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. 3-5)

APPLICATION DUE DATES

- 1st Priority Deadline: Tuesday, August 3rd by 4 pm
- 2nd Priority Deadline: Tuesday, August 10th by 4 pm
- 3rd Priority Deadline: Thursday, August 19th by 4 pm

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, or Student ID) AND proof of eligibility to work (Original Social Security card or Birth Certificate)
- Proof of Selective Service Registration (Males Only)
 - i. Register at SSR Website: www.sss.gov and bring a confirmation print out with Application
- Proof of Family Income – ***last 6 months only*** (See page 8 for guidelines)
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

No. of family members in household: _____

C. Check all that apply

- | | |
|---|---|
| <input type="checkbox"/> Proof of Veteran Status | <input type="checkbox"/> Proof of Pregnant/ Parenting |
| <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 H.S. Dropout |
| <input type="checkbox"/> Proof of IEP | |
-
- Check if applicant does not meet criteria for section C. Applicant will be contacted by Green Cadre staff. Must be available sometime during August 17-20th for 3-hour CASAS testing on basic reading and math.*

Is your Application Package Complete?

- Yes!** Bring ORIGINAL documents to the Application Stations at work2future 1290 Parkmoor Avenue, San Jose, CA 95126 no later than Thursday, August 19, 2010 by 4 pm. Copies will be made onsite MAILED COPIES WILL NOT BE ACCEPTED.

For more information contact us! David Lovato at (408) 794-1137 or May Nguyen at (408) 794-1156
Email: work2futureyouthprogram@gmail.com

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

Applications Released — TUESDAY, JUNE 28

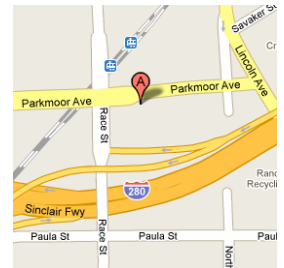
- Read through the entire app carefully! Write with clear and neat handwriting in blue/black ink;
- This app is your first chance to shine! Make sure contact information is current!
- Need an app? Check your school, college career center, local libraries, or
- Pick one up at the San Jose one-stop work2future or the Gilroy one-stop (7900 Arroyo Circle, Gilroy, CA 95020); or
- Email us at work2futureyouthprogram@gmail.com to request one.



STEP 2: Turn it in!

“Application Station”— @ work2future, 1290 Parkmoor Ave, San Jose, CA 95126

- **1st Priority Deadline: Tuesday, August 3rd by 4 pm**
- **2nd Priority Deadline: Tuesday, August 10th by 4 pm**
- **3rd Priority Deadline: Thursday, August 19th by 4 pm**
- This MUST be hand delivered to a Green Cadre staff member one-on-one.
- A complete application includes all supplemental documentation (see Checklist pg. 6)!
- **INCOMPLETE APPS WILL NOT BE ACCEPTED.**

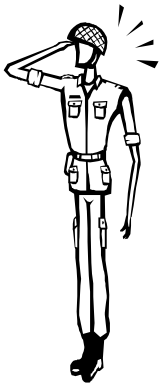


STEP 3: Stick by your phone!

Applicant Interviews—Scheduled by Staff, at work2future

- Desirable candidates will be identified according to their application and question sheet.
- Those moving on to an interview will be contacted, so make sure your application has current phone numbers, email and mailing addresses.
- Please allow 2-3 weeks for staff to review all applications before receiving notification.

STEP 4: Begin Your Green Experience!



Program Start—October 2010 (Tentative)

The moment you've been waiting for! Begin leadership development and Clean and Green fun at this Mandatory Orientation/Boot Camp week! More details to come upon acceptance.

Have Questions or Concerns? Contact us!

David Lovato: (408) 794-1137 or May Nguyen (408) 794-1156

Email: work2futureyouthprogram@gmail.com (Please include “Green Cadre” in subject line)

work2future is located at 1290 Parkmoor Avenue, San Jose, CA 95126

INCOME ELIGIBILITY GUIDELINES 2010
work2future

| FAMILY SIZE | INCOME LAST 6 MONTHS PRIOR TO APPLICATION |
|--------------------------------------|---|
| 1 | \$5,415 PG |
| 2 | \$8,246 LLSIL |
| 3 | \$11,317 LLSIL |
| 4 | \$13,971 LLSIL |
| 5 | \$16,487 LLSIL |
| 6 | \$19,282 LLSIL |
| Each Additional Family Member | \$2,725 LLSIL |

PG - Income is from federal Poverty Guidelines

LLSIL - Income is from federal 70% Lower Living Standard Income Level

Definition of *income*, *income exemption* and *family* include (as defined in pages 30-38 of the EDD, Workforce Investment Network Silicon Valley and work2future Workforce Investment Act Eligibility Technical Assistance Guide):

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.

Family means two or more persons related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories:

- A. A husband, wife, and dependent children.
- B. A parent or legal guardian and dependant children.
- C. A husband and wife.