

Candidate Application

Application Information				
Full Name:				
	<i>Last</i>	<i>First</i>	<i>M.I.</i>	
Address:	<i>Street Address</i>		<i>Apartment/Unit #</i>	
	<i>City</i>	<i>State</i>	<i>ZIP Code</i>	<i>County</i>
Home Phone: ()		Cell Phone: ()		
Email Address:				
Highest Level of Education Complete: (Please Circle One) GED Diploma				
Construction Certifications: (Please List)				

Voluntary Information							
Racial or Ethnic Group							
<input type="checkbox"/>	American Indian/Alaskan	<input type="checkbox"/>	Asian/Pacific Islander	<input type="checkbox"/>	Black/African American		
<input type="checkbox"/>	Hispanic/Latino	<input type="checkbox"/>	White/Caucasian	<input type="checkbox"/>	Other		
Gender			Are you a Veteran?				
<input type="checkbox"/>	Female	<input type="checkbox"/>	Male	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes
Skills (Please List)							
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
How did you hear about this opportunity?							
<input type="checkbox"/>	Newspaper	<input type="checkbox"/>	Company Employee	<input type="checkbox"/>	Radio	<input type="checkbox"/>	Other
<input type="checkbox"/>	Job Fair	<input type="checkbox"/>	Placement Office				
Do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No							
Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No							
Are you able to pass a drug screening? <input type="checkbox"/> Yes <input type="checkbox"/> No							
Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No							
Are you affiliated with one of the trade unions? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which one:							

I certify that the above information is accurate	
_____ Signature	_____ Date



Notification and Authorization to Release Criminal Information for CONSTRUCT Training Program

Notification

The training program for which I am being considered requires me to consent to a criminal background check as a condition of the program. This check includes the following: Criminal history reference searches for felony and misdemeanor convictions at the county and federal levels of every jurisdiction where I currently reside or where I have resided during the past 7 years; and sex offender registry searches at the county and federal levels in every jurisdiction where I currently reside or where I have resided.

Authorization

I hereby authorize Quad County Urban League (QCUL) to conduct the criminal background check described above. In connection with this, I also authorize the use of law enforcement agencies and/or private background check organizations to assist QCUL in collecting this information. Career Builder Employment Screening [3800 Golf Road, Rolling Meadows, IL 60008] has been secured as a third party vendor to assist QCUL in collecting and verifying information.

I am also aware records of arrests on pending charges and/or convictions are not an absolute bar to the program. Such information will be used to determine whether the results of the background check reasonably bear on my trustworthiness or my ability to perform the duties of my training in a manner which is safe for QCUL, the CONSTRUCT program, other participants, and community members.

Please print (for identification purposes):

Full Legal Name: _____
 First Middle Last

Other Names You Have Used in Past Seven Years: _____

Current Address: _____

Previous Address (most recent): _____

Addresses in the 7 years prior to completing this authorization: _____

Phone Number: _____ Alternate Phone Number: _____



Date of Birth: _____
Month/Day/Year

Gender: Female _____ Male _____

Social Security Number: _____

Driver's License # _____

State of Driver's License _____

Have you ever been convicted of a criminal *offense or have any pending criminal* charges against you?

*This refers only to felonies and misdemeanors; you do not need to include non-criminal traffic violations or municipal ordinance violations.

Yes _____ (provide detail on next page) No _____

To the best of my knowledge, the information provided in this Notice and Authorization and any attachments thereto is true and complete. I understand that any falsification or omission of information may disqualify me for this training program and/or may serve as grounds for the severance of my training with QCUL.

By signing below I hereby provide my authorization to QCUL to conduct a criminal background check and I acknowledge that I have been provided with a summary of my rights under the Fair Credit Reporting Act which is attached. In addition to those rights, I understand that I have a right to appeal an adverse decision made by QCUL based on my background check information within three business days of receipt of such notice and that a determination on my appeal will be made in seven working days from QCUL's receipt of such appeal.

Signature

Date

INTERESTS AND VALUES SURVEY

Last Name: _____ First Name: _____ Date: _____

There's a big difference between getting a job and pursuing a career you love. Research has shown that individuals who choose careers that are closely aligned with their interests and values tend to be more satisfied in their jobs and enjoy greater career success. Understanding your interests and values is the first step in identifying the career path that is right for you. Please take a few minutes to complete this survey. **Check all of the boxes that apply.**

Interests..... <i>Activities I enjoy doing</i>	Values..... <i>My ideals and core beliefs</i>
<input type="checkbox"/> Reading <input type="checkbox"/> Music <input type="checkbox"/> Poetry <input type="checkbox"/> Dancing <input type="checkbox"/> Indoor sports <input type="checkbox"/> Fitness or working out <input type="checkbox"/> Car or bike racing <input type="checkbox"/> Taking care of others <input type="checkbox"/> Video or computer games <input type="checkbox"/> Social Networking <input type="checkbox"/> Watching TV or movies <input type="checkbox"/> Writing <input type="checkbox"/> Fashion design <input type="checkbox"/> Gardening <input type="checkbox"/> Math <input type="checkbox"/> Helping others <input type="checkbox"/> Outdoor sports <input type="checkbox"/> Cooking and baking <input type="checkbox"/> Diet and nutrition <input type="checkbox"/> Jewelry making <input type="checkbox"/> Painting <input type="checkbox"/> Exploring different places <input type="checkbox"/> Computer programming <input type="checkbox"/> Surfing the Internet <input type="checkbox"/> Driving <input type="checkbox"/> Photography <input type="checkbox"/> Fishing <input type="checkbox"/> Board games <input type="checkbox"/> Working with my hands <input type="checkbox"/> Hanging out with friends <input type="checkbox"/> Talking with others <input type="checkbox"/> Taking care of animals <input type="checkbox"/> Other: _____	<input type="checkbox"/> Family <input type="checkbox"/> Adventure <input type="checkbox"/> Authority <input type="checkbox"/> Caring <input type="checkbox"/> Freedom <input type="checkbox"/> Challenge <input type="checkbox"/> Collaboration <input type="checkbox"/> Accountability <input type="checkbox"/> Achievement <input type="checkbox"/> Fame <input type="checkbox"/> Advancement <input type="checkbox"/> Health <input type="checkbox"/> Community <input type="checkbox"/> Competition <input type="checkbox"/> Honesty <input type="checkbox"/> Creativity <input type="checkbox"/> Independence <input type="checkbox"/> Integrity <input type="checkbox"/> Intelligence <input type="checkbox"/> Equality <input type="checkbox"/> Religion <input type="checkbox"/> Love <input type="checkbox"/> Caring for the environment <input type="checkbox"/> Loyalty <input type="checkbox"/> Responsibility <input type="checkbox"/> Security <input type="checkbox"/> Money <input type="checkbox"/> Acceptance <input type="checkbox"/> Stability <input type="checkbox"/> Power <input type="checkbox"/> Trust <input type="checkbox"/> Relationships <input type="checkbox"/> Other: _____
<i>I may want to explore careers in these fields</i>	
<input type="checkbox"/> Art, Design, Entertainment, Sports, and Media <input type="checkbox"/> Business and Financial Operations <input type="checkbox"/> Community and Social Services <input type="checkbox"/> Computer and Mathematical <input type="checkbox"/> Construction, Installation, and Repair <input type="checkbox"/> Education, Training, and Library <input type="checkbox"/> Farming, Fishing, and Forestry <input type="checkbox"/> Food Preparation and Service <input type="checkbox"/> Healthcare <input type="checkbox"/> Legal	<input type="checkbox"/> Maintenance and Custodial <input type="checkbox"/> Manufacturing <input type="checkbox"/> Office and Administrative Support <input type="checkbox"/> Personal Care and Services <input type="checkbox"/> Production, Assembly, Light Industrial <input type="checkbox"/> Protective Services <input type="checkbox"/> Retail, Sales, and Related <input type="checkbox"/> Self-Employment <input type="checkbox"/> Technology <input type="checkbox"/> Transportation and Material Moving

INDIVIDUAL CAREER AND EDUCATION PLAN

Last Name: _____ First Name: _____ Date: _____

Career planning is essential for people who are just starting out in their career or who are thinking about changing careers. Your Individual Career and Education Plan (ICEP) will help you outline: 1) your career and financial goals, and 2) the education, training, and experience you need to achieve your goals. Good luck!

STEP 1: CAREER AND FINANCIAL GOAL SETTING

MY CAREER GOALS

Career goals are important milestones people set to evaluate their progress along their career paths. They can be made both by employed people and those searching for jobs, and include things like acquiring training in specialized fields, or determining to reach a certain level of promotion in a set number of years. What are your career goals?

I would like to: (e.g. make more money, work in better conditions, show my kids their lives can be better)

1. _____
2. _____
3. _____

Specifically, within the next year, I really hope to: (check all that apply)

- | | |
|---|---|
| <input type="radio"/> Find a job that I enjoy | <input type="radio"/> Find a new job with benefits |
| <input type="radio"/> Get GED/High School Diploma | <input type="radio"/> Change careers or industries |
| <input type="radio"/> Find a new job with a higher salary | <input type="radio"/> Continue education/enroll in training program |
| <input type="radio"/> Find a new job with better hours | <input type="radio"/> Find any job that pays the bills |

Are you seeking: ___ full-time employment ___ part-time employment (18 and up) ___ seasonal/temporary employment ___ summer employment (17 and under)		
What is the ideal wage you are looking for? \$ _____	What is the lowest wage you would accept at a new job? \$ _____	How far are you willing to travel one way to accept work? _____ miles
What shifts could you work? <input type="checkbox"/> First <input type="checkbox"/> Second <input type="checkbox"/> Third <input type="checkbox"/> Split <input type="checkbox"/> Rotating	What types of work are you not able to perform due to medical reasons?	

MY FINANCIAL GOALS

Many people pursue employment opportunities because they have goals of becoming more financially stable. Identify 2 financial goals that you would like to achieve.

My financial goals are to:

(e.g. pay bills on time, pay off debt, be able to afford my own apartment, save money for my kid to go to college)

1. _____
2. _____

STEP 2: EXPERIENCE, SKILLS, AND STRENGTHS

Assessing your past and present work and life experiences will help you make better choices about your career. It can be surprising to discover what you may have overlooked or taken for granted as relevant work experience. *(Use as many pages as necessary)*

WORK EXPERIENCE *(list your most recent experience first, including military and volunteer experiences)*

Employer 1:	Employer Phone Number:	
Address:	Supervisor Name:	
Job Title:	Full-time/Part-time <i>(circle one)</i>	From (Mo/Yr):
Specific Duties:	To (Mo/Yr):	
	Hours Per Week:	
	Salary/Hourly Rate:	
Reason for Leaving:		

Employer 2:	Employer Phone Number:	
Address:	Supervisor Name:	
Job Title:	Full-time/Part-time <i>(circle one)</i>	From (Mo/Yr):
Specific Duties:	To (Mo/Yr):	
	Hours Per Week:	
	Salary/Hourly Rate:	
Reason for Leaving:		

SKILLS AND STRENGTHS

<i>Professional Skills</i> <i>(Check all that apply)</i>		<i>Personal and Professional Qualities</i>
<input type="checkbox"/> Speaking another language <input type="checkbox"/> Provide good customer service <input type="checkbox"/> Have work experience from a related job or field <input type="checkbox"/> Internet navigation <input type="checkbox"/> Graphic Design <input type="checkbox"/> Bookkeeping <input type="checkbox"/> Record Keeping <input type="checkbox"/> Budgeting <input type="checkbox"/> Calculating <input type="checkbox"/> Writing computer programs <input type="checkbox"/> Promoting events <input type="checkbox"/> Editing work <input type="checkbox"/> Recruiting <input type="checkbox"/> Customer service <input type="checkbox"/> Coaching <input type="checkbox"/> Mentoring <input type="checkbox"/> Facilitating <input type="checkbox"/> Conflict resolution <input type="checkbox"/> Negotiating <input type="checkbox"/> Debating	<input type="checkbox"/> Writing <input type="checkbox"/> Editing <input type="checkbox"/> Interviewing <input type="checkbox"/> Speaking <input type="checkbox"/> Motivating <input type="checkbox"/> Persuading <input type="checkbox"/> Interpreting/translating <input type="checkbox"/> Selling <input type="checkbox"/> Listening <input type="checkbox"/> Teaching <input type="checkbox"/> Reading <input type="checkbox"/> Bookkeeping <input type="checkbox"/> Analyzing numbers <input type="checkbox"/> Inspecting <input type="checkbox"/> Researching <input type="checkbox"/> Investigating <input type="checkbox"/> Reviewing <input type="checkbox"/> Designing <input type="checkbox"/> Creating materials for print <input type="checkbox"/> Creating electronic media <input type="checkbox"/> Managing people <input type="checkbox"/> Other: _____	<input type="checkbox"/> Being Punctual <input type="checkbox"/> Learn new things quickly <input type="checkbox"/> Dependable <input type="checkbox"/> Ability to juggle multiple tasks <input type="checkbox"/> Enthusiastic <input type="checkbox"/> Work well in a team <input type="checkbox"/> Ability to take initiative <input type="checkbox"/> Well organized <input type="checkbox"/> Communication <input type="checkbox"/> Problem-solver <input type="checkbox"/> Think critically <input type="checkbox"/> Prioritizes work <input type="checkbox"/> Creating new ideas <input type="checkbox"/> Hard working <input type="checkbox"/> Determined <input type="checkbox"/> Patient <input type="checkbox"/> Polite <input type="checkbox"/> Leadership <input type="checkbox"/> Responsible <input type="checkbox"/> Work well under pressure <input type="checkbox"/> Self-motivated

The professional skills that I offer to an employer are:

(List your top 3 professional skills from the list above)

1. _____
2. _____
3. _____

My personal or professional qualities that make me a good employee are:

(List your top 3 qualities from the list above shaded in pink)

1. _____
2. _____
3. _____

STEP 3: CAREER EXPLORATION

Now that you have taken a good look at your skills, interests, and past experiences, it is time to find out more about the careers that match your personal profile.

MY CAREER INTEREST

The career fields I am most interested in pursuing are:

(e.g. healthcare, information technology, construction, manufacturing, hospitality, retail, etc.)

1. _____

2. _____

3. _____

What are you looking for in a job? *(Check all that apply)*

- Chance to Help Others
- Challenging Work
- Recognition

- Independence
- Casual Environment
- Diversity

- Excitement
- Nice Coworkers
- Formal Environment

I may be interested in these specific jobs:

(i.e. nurse, computer programmer, laborer, administrative assistant, cook)

1. _____

3. _____

2. _____

4. _____