

NJ WORKFORCE DEVELOPMENT REGISTRATION FORM

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date: \_\_\_\_\_

Name: Last : \_\_\_\_\_ First: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Date of Birth: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ Gender: \_\_\_\_\_ Female \_\_\_\_\_ Male

Street : \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone(1):(\_\_\_\_\_) \_\_\_\_\_ Phone(2): (\_\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

( If none ,create in Lab)

Are you a U.S. citizen? \_\_\_\_\_ Yes \_\_\_\_\_ No If no, please complete the following:

<u>Ethnic Heritage (Selection 1)</u> <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino	<u>Race ( Check any that apply)</u> <input type="checkbox"/> Alaskan or Amer. Indian <input type="checkbox"/> Asian <input type="checkbox"/> Black or African Amer. <input type="checkbox"/> Hawaiian <input type="checkbox"/> White	<u>Education &amp; Employment</u> Highest Grade Completed: _____ Diploma / Degree Type: _____ (GED,Diploma,Associates,Bachelors,Masters, Doctorate) Are you in school now? _____ Yes _____ No Are you working now? _____ Yes _____ No
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Are you a migrant/seasonal worker? \_\_\_ Yes \_\_\_ No Want your resume on the Internet? \_\_\_ Yes \_\_\_ No

Are you a U.S. Military Veteran? (If yes, please complete other side)

Employment Preference (Check all that apply): \_\_\_ Full-time \_\_\_ Part-time \_\_\_ Permanent \_\_\_ Temporary

Salary Desired: \$ \_\_\_\_\_ (Hourly/Yearly) Shift Preference: \_\_\_ 1st \_\_\_ 2nd \_\_\_ 3rd \_\_\_ Any

Contact preference: \_\_\_\_\_ Postal \_\_\_\_\_ Phone(1) \_\_\_\_\_ Phone (2) \_\_\_\_\_ Fax \_\_\_\_\_ E-mail

Employment Objective: \_\_\_\_\_

Positions you are seeking: (1) \_\_\_\_\_ (2) \_\_\_\_\_

Distance you are willing to travel: Within (Circle One) 5 10 25 50 or 100 miles of Zip Code ) \_\_\_\_\_

Work History:

Job Title: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
(Month/Year) (Month/Year)

Employer: \_\_\_\_\_ Wage: \$ \_\_\_\_\_ / Hour Week Year Hrs/Wk. \_\_\_\_\_  
(circle one)

Street Address: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Job Duties: \_\_\_\_\_

Do you have a Valid drivers' license?: \_\_\_\_\_ Yes \_\_\_\_\_ No Type/Class: \_\_\_\_\_  
(Auto, Motorcycle, Truck-CDL A,B, or C)

Skills: \_\_\_\_\_

PPL#: \_\_\_\_\_

Indicate Available Times.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning							
Afternoon							
Evening							

Country of Origin: _____  Years in U.S. _____  Native Language? _____  Speak \Read\ Write Second Language? _____  Speak\ Read \Write _____	Income Range :  <input type="checkbox"/> Under \$10,000  <input type="checkbox"/> \$10,000-14,999  <input type="checkbox"/> \$15,000-19,999  <input type="checkbox"/> \$20,000-29,999  <input type="checkbox"/> \$ 30,000-50,000  <input type="checkbox"/> \$50,000+	Family Information  Are you a parent? <input type="checkbox"/> Yes <input type="checkbox"/> No  How many children?    _____  Ages of children?    _____  Do you read to your kids? <input type="checkbox"/> Yes <input type="checkbox"/> No  Do you help your children with homework ? <input type="checkbox"/> Yes <input type="checkbox"/> No  Marital Status: <input type="checkbox"/> M <input type="checkbox"/> S <input type="checkbox"/> D <input type="checkbox"/> W
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What is your primary goal for to this program?    If multiple primary goals, please circle top priority

To  improve basic skills     IT Certification     ESOL     GED    Unlisted Goals: \_\_\_\_\_

Job Related     Enter a training program     Citizenship

Please enter notes and assessment data on cover form.

Emergency contact: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Relationship: \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

May we have access to your GED scores <input type="checkbox"/> Yes <input type="checkbox"/> No Check List Internal Copy of : <input type="checkbox"/> Social Security Card <input type="checkbox"/> Alien Reg.Card <input type="checkbox"/> Proof of Residency (Licence, lease, etc.) <input type="checkbox"/> Copy of HS. Diploma or GED Scores May we share you data w/DOL <input type="checkbox"/> Yes <input type="checkbox"/> No	Intake by Staff Initials _____    Date _____  Entered into laces Staff Initials _____    Date _____
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In order to join The Plainfield Public Library Adult Literacy Program, Participants must agree to and understand the following rules:

**FEES**

There are no fees or charges for participating in this program. A student will only be asked to pay for destroyed, damaged, overdue, or lost materials. Students are not required purchase textbooks, but may choose to on their own so that they can write in it.

**COMMUNICATION**

Students are responsible for checking their voice mail and email daily. An e-mail address can be created in the Job Search Assistance Center and E-mail can be checked on the Library's Public Computers.

**CANCELATIONS**

The Literacy Office will do its best to inform students of class cancellations. This is why it is important for students to check their cellphones. Students can always call the Literacy Office 908.757.1111 ext. 122 to verify.

**STUDENT INFORMATION**

Any information received by a representative of PPL, will be kept confidential as per N.J.S.A. 18A:73-43.2 .

**RECORDS REQUESTS**

If a participant requires a letter verifying their participation, hours, or schedule they must fill out a letter request form available from the Literacy Office and allow at least 1 week for the letter to be prepared.

**Participants do not need to inform the Literacy Office of the letter's purpose.**

**PARTICIPANT EXPECTATIONS**

Participants will be prepared for class. They will bring with them any course materials, a notebook, folder, completed homework and a writing instrument.

Participants will make use of Aztec in the Job Center Lab and Academic Support for at least 2 hours a week

Participants will be removed from class and placed on the waiting for repeated failure to meet these expectations

**ATTENDANCE**

Three unexcused absences in any one 3 month cycle will result in a student being barred from classes, one-to-one tutoring hours, and workshops for at least 6 months and being placed at the bottom of the waiting list. Please see "Waiting List" for more information.

Missing more than 30 minutes of a class counts as an absence. The sooner the office or the tutor is notified of the absence the more lenient the office will be in the classification of absences.

To be excused, a student must notify the office or their tutor before the scheduled start of the class/tutoring session/or workshop. Acceptable reasons for an excused absence include: Medical, Work Related, and Family Emergency

If a participant's schedule changes permanently due to work, family, or for any reason that will impact class attendance, participants must notify the Literacy Office and their tutor(s) as soon as possible so that accommodations can be attempted.

**JOB SEARCH ASSISTANCE CENTER**

The computers are to only be used for lab-related purposes including Job Searching, and class or workshop specific tasks. Computer usage is monitored.

Failure to follow Job Center Policy will in removal from the Job Center. After three violations, Participants will be barred from the Job Center for a one-year period.

Participants must have their Library Card physically with them to use the Job Center.

**LIBRARY CARD**

Non-Resident Program Participants will be provided a limited use library card allowing them to access the Job Center and book rentals.

Non-Resident Program Participant Cards will be deactivated when a participant exits the program or becomes inactive for more than a month.

Program Participants are responsible for all fines accrued in connection with their library card even if it is cancelled. If Program Participants have more than \$5.00 in fines on their library card they will be unable to use the Job Center until the amount due falls below \$5.00.

**WAITING LIST**

The PPL Literacy Department is aware that many participants have outside responsibilities. Unfortunately, the amount of people waiting for Adult Literacy services is such that PPL reserves the right to move Learners currently enrolled in classes to the waiting list for frequent excused absences, frequently being unprepared for class, failure to complete homework or make use of supplemental help, as well as for scheduling necessities.

Because of the high demand for Adult Literacy Services it is not always possible for PPL to be able to fully accommodate all program participants. Participants must understand that all classes cannot be given at all times, nor do classes have infinite room. The Literacy Office does its best to match participants as appropriately as possible based upon their needs, schedule and available resources. While participants may have to wait for some classes, they will still be able to make use of the Job Search Assistance Center, Open one-to-one tutoring, and workshops. Participants on the waiting list will be expected to make regular use of these resources. Failure to do so while on the waiting list may affect priority of participant class placement.

I have read and understood the above.

\_\_\_\_\_  
**Participant Name (Print)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Witness**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**