



Chicago Workforce Center, Northside

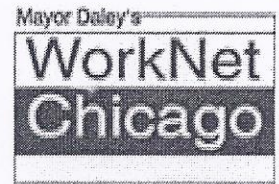
4740 North Sheridan Road

Chicago, Illinois 60640

773-334-4747

773-334-9771 or 773-334-9745 (fax)

WELCOME TO CHICAGO WORKFORCE CENTER, NORTHSIDE
An Illinois workNet Center



Prior to your intake appointment you are required to complete the following steps:

- 1). Take the **TABE Test** after you have been called in for an Intake Appointment. If you do not have a four year college degree, you are required to take the **TABE TEST** which is provided on **Mondays, at 10:30am – 12:30pm**. After you have completed the **TABE TEST** you will be given an **Eligibility Review Appointment**
- 2). If you have a **“FOUR YEAR COLLEGE DEGREE”**, GRANTED OR AWARDED, you must provide a copy of your degree or transcripts. If you are unable to provide this documentation, please take the **TABE test**
- 3). Complete the online **Customer Survey Form** in the Resource Room after the orientation presentation
- 4). Open an Illinois workNet account at www.illinoisworknet.com, Register with **Illinois Skills Match** and print out a copy of your profile (<http://illinoisskillsmatch.com>).
- 5). Bring your **updated resume**
- 6). Keep track of your **job search**
- 7) Attend required Job Readiness Workshop Sessions (3) – instructions provided during orientation session

Note: If you do not have the following documentation on the day of your scheduled Intake Appointment you will be rescheduled for the next available appointment date. Please make sure you arrive on time for your Intake Appointment. If you are more than 10 minutes late you will be rescheduled to the next available appointment date.

A Birth Date/Age

- Valid Driver's License or State ID
- Passport
- Original Birth Certificate

C Social Security Number

- Signed Social Security Card
- Letter from Social Security Administration (**NULL**)

B Residential Address

- Food Stamp Award Letter
- Utility Bill (*under your name and for current month*)
- Apartment lease, rent receipt, or landlord statement
- Current Public Aid medical card if it applies
- Voter's registration card (*if it has your current address*)
- If Homeless, a letter from shelter

D Authorization to work in U.S./Citizenship

- Birth Certificate
- United States Passport (*Valid*)
- Naturalization Certification
- Alien Registration
(*INS form I0151, I-94, 688A, I-197 or I179*)
(*Indicating authorization to work in the U.S.*)
- Baptismal Certificate (*if place of birth is indicated*)

E Compliance with Selective Service (*Males born after December 31, 1959*)

- Selective Service Verification Form
- DD-214 if selective service number is shown
- Select Service Card
- If not registered or not sure of registration please contact Selective Service at (847) 688-6888 or visit the website (www.sss.gov)

F Proof of Income for the past 6 months

- If currently **employed full or part-time** bring in the last paystub of current or past employment covering the past six months
- If receiving or exhausted **Unemployment Benefits (UI)** you will need to provide the last two UI paystubs, UI Award Letter or employer's layoff letter
- If receiving **Social Security** you will need to provide an Award Letter or printout of benefits
- If receiving **Food Stamps or TANF** cash you will need to provide an Award Letter or printout of benefits
- If financially **supported by a friend or family member**, that person will need to provide a personal statement indicating financial support for the past six months
- If **no income** a letter from homeless shelter or Chicago Department of Human Services indicating no income
- If supported by your **spouse (husband or wife)** you must provide their income information for the past six months
- If **self-employed** write a personal statement describing the work performed, amount paid and length of service
- Please indicate family size by providing either of the following documentations: birth certificates, current medical card (if it indicates the complete family size), social security cards or most current income tax returns and Marriage License if married
- Youth customers must provide income for parent(s) or legal guardian(s)

Note: Your first and last name must be the same on all eligibility documents!
THANK YOU FOR CHOOSING THE CHICAGO WORKFORCE CENTER, NORTHSIDE