



2020-21

# CareerReady Work, Learn & Grow

Participant Application

**NYC**<sup>TM</sup>  
Department of  
Youth & Community  
Development

  
**WORKFORCE  
CONNECT**  
DYCD Youth Employment Programs

**CareerReady WLG Participant Application**

**Personal Information**

1. Social Security Number (Please be accurate) \_\_\_\_\_ OSIS # \_\_\_\_\_ 2. Last Name \_\_\_\_\_ 3. First Name \_\_\_\_\_

4. MI \_\_\_\_\_ 5. Birth Date (MM/DD/YYYY) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ 6. Gender (Check one) Female \_\_\_\_\_ Male \_\_\_\_\_ 7. Citizenship Status U.S. Citizen \_\_\_\_\_ Permanent Resident \_\_\_\_\_ Other \_\_\_\_\_

8. Selective Service Registration # & Date- Males 18 years of age must be registered with the Selective Service System to participate in the program (if you have not already registered; visit [www.sss.gov](http://www.sss.gov)) \_\_\_\_\_ Date (MM/DD/YYYY) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ 9. How did you hear about us? \_\_\_\_\_

10. Street Address \_\_\_\_\_ 11. Apartment \_\_\_\_\_ 12. Zip Code \_\_\_\_\_

13. Do you live in a NYCHA Housing Development? No (If No; Go to question 14) \_\_\_\_\_ Yes \_\_\_\_\_ If Yes, Name the Development: \_\_\_\_\_ 14. Borough \_\_\_\_\_

15. Applicant's Ethnicity (Select one) \_\_\_\_\_ 16. Applicant's Race (Select one) \_\_\_\_\_ 17. Other than English, what Language are you most Comfortable speaking? (Check all that apply) \_\_\_\_\_

18. Applicant's Home Phone # \_\_\_\_\_ 19. Applicant's CellPhone # \_\_\_\_\_ 20. Applicant's Email \_\_\_\_\_

21 Name of Parent or Legal Guardian (Last Name) \_\_\_\_\_ 22. First Name \_\_\_\_\_ 23. Emergency Contact Phone # \_\_\_\_\_

**Educational Status**

24. Educational-Student Type \_\_\_\_\_ 25. Current educational status \_\_\_\_\_ 26. Please indicate the school system you attend: \_\_\_\_\_ What school did/do you attend? \_\_\_\_\_ Indicate last grade completed. \_\_\_\_\_ GPA \_\_\_\_\_

**Income & Other Information**

27. Total family income (gross) for the last SIX months \_\_\_\_\_ 28 (A). Number of family members currently living in applicant's household \_\_\_\_\_ 28 (B). Applicant Household \_\_\_\_\_ 29. Is applicant or applicant's family currently receiving public assistance? Yes \_\_\_\_\_ No (Skip to #31) \_\_\_\_\_ 30. Type of Public Assistance (Check all that apply) Family Assistance \_\_\_\_\_ S.S.I. \_\_\_\_\_ Other \_\_\_\_\_ Safety Net/Home Relief \_\_\_\_\_ Supplemental Nutrition Assistance Program (SNAP) \_\_\_\_\_

31. Is the applicant any of the following (Check all that apply) Disabled \_\_\_\_\_ Offender/Justice Involved \_\_\_\_\_ Foster Care \_\_\_\_\_ Disabled \_\_\_\_\_ ACS Preventative Services \_\_\_\_\_ Served in the Military \_\_\_\_\_ Does Not Apply \_\_\_\_\_ Homeless /Runaway \_\_\_\_\_ Parent \_\_\_\_\_

**Career Detail**

32. Prior work experience? Yes \_\_\_\_\_ No \_\_\_\_\_ 33. What is the applicant's long-term career goal? List three (3) options: \_\_\_\_\_

**Banking Information**

34. Do you have a bank account? Yes \_\_\_\_\_ No \_\_\_\_\_ 35. Interested in opening a bank account? Yes \_\_\_\_\_ No \_\_\_\_\_ 36. Interested in opening a bank account? Yes \_\_\_\_\_ No \_\_\_\_\_ 37. Are you covered by Medicaid, Child Health Plus, Family Health Plus or private medical insurance? Yes \_\_\_\_\_ No \_\_\_\_\_ 38. Would you like to receive information? Yes \_\_\_\_\_ No \_\_\_\_\_

**Certification of Accuracy:** I, the undersigned, certify that all information on this form is true and correct. I understand that my statements are subject to verification. I further understand that any false statements may subject me to criminal prosecution under both New York State Penal Laws, section 175.35 and Federal Law, 18 U.S.C.A. 1001, and to civil action for return of all monies received. I agree and accept that I will abide by all applicable rules and regulations of this program.

Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_



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## CareerReady WLG Participant Document Checklist

If you are selected or recruited for a CareerReady WLG opportunity, you will need to submit certain documents online via a secured document submission site. You must submit **COPIES** of one (1) item from categories 1-10 listed below as it applies to you. **These items are needed to officially complete your enrollment so that you are eligible for CareerReady WLG** Note that some documents may satisfy more than one category (e.g. U.S. Birth Certificate or current U.S. Passport for categories 2).

**Reminder: ONLY COPIES OF THESE DOCUMENTS WILL BE ACCEPTED**

### 1. Proof of Identity

- Official Picture ID (school, city, state, government issued)  
*IDNYC Municipal ID will be accepted*

### 2. Proof of Age

- Birth Certificate **OR**
- Benefit Card **OR**
- NYS Driver/Non-Driver's License **OR**
- Alien Registration Card **OR**
- Valid U.S. Passport

### 3. Proof of Social Security Number

- Social Security Card (**ONLY**)

### 4. Proof of Address (*Dated within the last 6 months*)

- Home Utility Bill **OR**
- Current Lease, Mortgage, Deed **OR**
- Current Cable Bill (Must have Phone Service Listed) **OR**
- Official Mail from a Federal, State or City Agency

### 5. CareerReady WLG Application

- A signed CareerReady WLG application is required for all youth. Youth under the age of 18 are required to have the signature of a parent or guardian.

### 6. Proof of Employment Authorization

- Report Card (*dated within the last 6 mos*) **OR**
- Official School Transcript **OR**
- NYS Driver/Non-Driver's License **OR**
- Voter's Registration Card **OR**
- U.S. Military Card /Draft Record **OR**

### 7. Proof of Citizenship/Alien Status

- Valid U.S. Passport **OR**
- U.S. Birth Certificate **OR**
- Alien Registration Card **OR**
- I-94, I-551, I-797 **OR**
- Certificate of Naturalization **OR**
- Employment Registration Card

### 8. Proof of School Status (*Dated within the last 6 months*)

- Report Card (dated within the current first school term); **OR**
- Transcript with School Name and Current Term; **OR**
- Program Card/ Class Schedule; **OR**
- Official School Letter (dated within the first school term on letterhead); **OR**
- Current Term Receipt from Bursar Office; **OR**
- Current Letter from Attendance Office

### 9. Working Papers (*Must be age applicable*)

Working papers can be acquired through your school. If you are not attending school, call 311 or contact your local District Office.

**Required for Youth under 18 years of age ONLY**

- 16 and 17 years of age: Green Card

### 10. Please provide ONLY if applicable

- Selective Service Registration Card **OR** Selective Service "Online Receipt"  
**Required for males 18 years of age or older**
- Proof of **Disability**: Official documentation as applicable certifying disability from a physician, ACS, HRA, School, Social Service agency or authorized entity.

**Please note: all references to the word current mean documents dated within the last six (6) months or where applicable, documents which are still valid and have not expired. The status of your application can be found at [www.nyc.gov/dycd](http://www.nyc.gov/dycd).**



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## CareerReady WLG Provider List

Bronx

### Bronx Works

718-508-3180  
rdelacruz@bronxworks.org

Academy for Language and Technology  
Frederick Douglass Academy  
Careers in Sports High School

### Child Development Center of The Mosholu Montefiore Community Center

718-882-4000 Ext. 393  
LPerez@mmcc.org

H.E.R.O High School  
Bronx School of Law & Finance  
Marie Curie  
Fordham  
Bronx Engineering and Technology

### Children Arts & Science Workshop

929-265-7937  
jfigueroa@caswkids.org

High School of World Cultures  
International School for Liberal Arts

### Global Kids

718-893-5158 Ext. 3144  
diamond@globalkids.org

Bronx Studio School for Writers

### HANAC

718-204-2325 Ext. 115  
nmartinez@hanac.org

Bronxdale High School

### Phipps Neighborhoods Inc.

917-243-7187  
dagosto@phippsony.org

East Bronx Academy for the Future  
Bronx Leadership Academy

### SOBRO

718-732-7525  
jgarcia@sobro.org

High School of Computers & Technology  
Bronx Aerospace

### The Children's Aid Society

917-286-1535  
sandinos@childrensaidsociety.org

Fannie Lou Hamer Freedom High School

### United Activities Unlimited

929-314-5596  
targuello@unitedactivities.org

Alfred E. Smith  
Bronx International High School

### YMCA of Greater New York

212-630-9698  
CoVelez@ymcanyc.org

Antonia Pantoja Preparatory Academy: A College

Brooklyn

### Chinese American Planning Council

718-492-0409 Ext. 310  
ing@cpc-nyc.org

Brooklyn International High School

### Cypress Hills LDC

718-676-1544  
DanielleR@cypresshills.org

Cypress Hills Collegiate Preparatory School  
World Academy for Total Community Health

### Community League of the Heights

212-342-6600  
saroman@cloth159.org

Community Health Academy of the  
Heights

### Grand Street Settlement

718-302-7900 Ext. 2012  
lgonzalez@grandsettlement.org

Juan Morel Campos Secondary School

### Italian American Civil Rights League, Canarsie, Inc.

718-642-2180 Ext. 4324  
dori813@aol.com

Automotive High School

### St. Nick's Alliance Corporation

718-599-9224  
ddarvis@stnicksalliance.org

Boys and Girls High School  
Williamsburg High School for Architecture and  
Design



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**Manhattan**

**Beam Center**

718-855-7600  
nicola@beamcenter.org

Manhattan Bridges High School

**Catholic Charities- Archdiocese**

212-795-1490  
Monique.Myers@archny.org

HS for Media & Communications  
The Maxine Green HS for Imaginative Inquiry

**Children Arts & Science Workshop**

929-265-7937  
jfigueroa@caswkids.org

Manhattan Early College School

**HANAC**

718-204-2325 Ext. 115  
nmartinez@hanac.org

Maxine Greene High School for Imaginative  
Inquiry

**The Door**

212-941-9090  
asemper@door.org

Broome Street Academy

**YMCA of Greater New York**

212-630-9698  
tbrown@ymca.org

Esperanza Preparatory Academy

**Queens**

**Boys and Girls Club of Metro Queens**

718-441-6050  
ablume@metroqueens.org

John Adams High School

**Chinese American Planning Council**

917-518-2807  
plin@cpc-nyc.org

Flushing International High School

**HANAC**

718-204-2325 Ext. 115  
nmartinez@hanac.org

Long Island City High School

**Rockaway Development & Revitalization Corp**

718-327-5300  
pmcwilliams@rdrc.org

Rockaway Park High School for  
Environmental Sustainability

**Samuel Field YM & YWHA Inc.**

347-997-0760  
aavalos@commonpointqueens.org

American International High School  
Richmond Hill High School

**The Child Center**

718-271-8148  
rachelvalbrun@childcenterny.org

Queens High School for Information, Research, &  
Technology  
August Martin High School

**Staten Island**

**United Activities Unlimited**

929-314-5596  
targuello@unitedactivities.org

Ralph R McKee Career and Technical  
Education High