

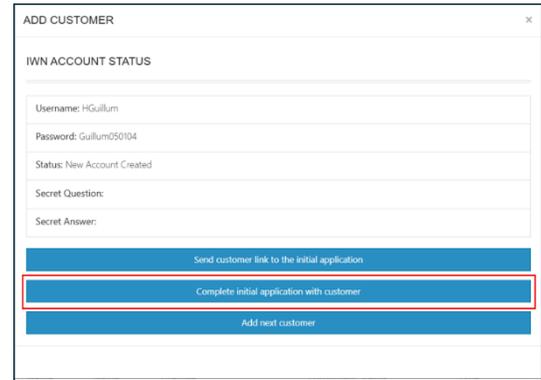


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Complete the Application with the Apprentice

1. After adding the apprentice to the system, on the Add Customer modal, click **complete initial application with customer**.



ADD CUSTOMER

IWN ACCOUNT STATUS

Username: HGuillum

Password: Guillum050104

Status: New Account Created

Secret Question:

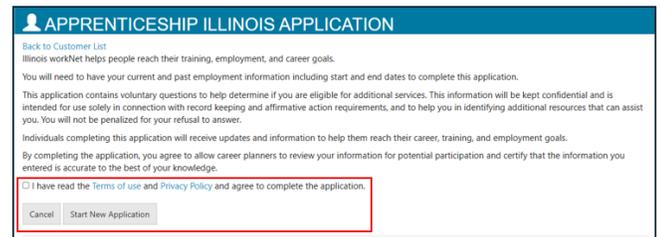
Secret Answer:

Send customer link to the initial application

Complete initial application with customer

Add next customer

2. Review the disclaimer, terms of use, and privacy policy. **Check the box** and click **Start New Application**.



APPRENTICESHIP ILLINOIS APPLICATION

Back to Customer List

Illinois workNet helps people reach their training, employment, and career goals. You will need to have your current and past employment information including start and end dates to complete this application. This application contains voluntary questions to help determine if you are eligible for additional services. This information will be kept confidential and is intended for use solely in connection with record keeping and affirmative action requirements, and to help you in identifying additional resources that can assist you. You will not be penalized for your refusal to answer.

Individuals completing this application will receive updates and information to help them reach their career, training, and employment goals. By completing the application, you agree to allow career planners to review your information for potential participation and certify that the information you entered is accurate to the best of your knowledge.

I have read the Terms of use and Privacy Policy and agree to complete the application.

Cancel Start New Application

3. Complete the Goals & Current Situations section **Check the box** next to each situation that applies. Click **Save and Go To Next Page**.



Goals & Current Situation Education Work History Demographic & Contact Info

Do you have any situations that need to be planned around?

EDUCATION

- am currently in school
- have a hard time with reading, writing, and/or math
- have trouble with reading or spelling English
- dropped out of high school
- have not attended high school or the last semester
- need help to enter or complete an educational program or to secure or hold employment

PHYSICAL/HEALTH

- have a disability that makes it hard for me to do certain things
- am legally blind

FAMILY

- am pregnant
- have children and would need help getting children

FINANCIAL

- myself or someone in my immediate family receives SNAP benefits
- myself or someone in my family receives EITC
- myself or someone in my family receives LI
- myself or someone in my family receives educational cash benefits
- live in a high poverty area
- require a free/reduced price lunch at school
- only meet the low income guidelines

LEGAL

- have criminal charges pending
- have had insurance/health problems

HOUSING

- need a permanent place to live (homeless)
- am in foster care
- have left out of foster care
- am a runaway

EMPLOYMENT RELATED

- am a member of qualified groups
- am eligible, receiving, or exhausted unemployment benefits
- last 90 days had 20 or more days of unemployment
- owned a business but now I am unemployed because of general economic conditions or natural disaster
- am currently in contact with an active duty service member
- was supported by my spouse who is no longer supporting me I am unemployed or under employed
- have been unemployed 27 weeks
- required additional assistance to register employment
- am an in-school member entering a registered apprenticeship with my current employer
- I am a eligible migrant and seasonal farmworker
- None of the above

Cancel Save and Go To Next Page



- Complete the Education section
Select the **Highest Level of Education**.
Click **Save and Go To Next Page**.

- Complete the Work History section.
Click **Add Employment** if one of the situations applies:

- I am employed.
- I am employed, but I have received a notice of termination/layoff.
- I am unemployed and I have been actively looking for work.
- I am unemployed but I have not been actively looking for work.

- Complete the Demographic and Contact Info
Complete the required fields:

- Confirm **First and Last Name**
- Enter **Email**
- Confirm **Email**
- Confirm **Social Security Number (SSN)**
- Enter **Street Address**
- Enter **City**
- Enter **State**
- Enter **ZIP Code**
- Enter **Primary Phone**
- Enter **Primary Phone Type**
- Enter **Gender at Birth**
- Enter **Date of Birth**
- Enter **Military Status**
- Enter **Marital Status**
- Select **Ethnicity**
- Complete **Are you authorized to work in the US (yes/no)**
- Click **Save and Go To Next Page**



7. Review the information collected on the Application.

Click **Submit Application**

Back to Customer List

Goals & Current Situation Education Work History Demographic & Contact Info

SITUATION
Edit this Section
Risk Factors:
I have a disability that makes it hard for me to do certain things.
I am pregnant.
I am a runaway.
I have a hard time with reading, writing, and/or math.

EDUCATION
Edit this Section
Highest Level of Education: 8th Grade

WORK HISTORY
Edit this Section
Employment Status: I have not worked before. This will be my first job.
Work History: No Employment Entered

DEMOGRAPHICS
Edit this Section
First Name: Hannah
Last Name: Guillum
Preferred Name:
Email: Hannah@noemail.com
SSN: xxx-xx-7788
Address 1: 1553 Pulaski Street
City: Lincoln
State: IL
ZIP Code: 62666
Phone 1: 217-609-5689
Phone 1 Type: Mobile
Social Media Type:
Gender: Female
Preferred Gender: Female
Birthday: 5/1/2004
Military Status: None
Marital Status: Single
Ethnicity:
White
Hispanic
Are you authorized to work in the US? Yes

Cancel **Submit Application**

8. The Intake Review tab will open, and **Action Item 1** will display a green status.

Overview **Intake Review** Career Plan Outcomes

INTAKE REVIEW CASE NOTES(0)

Action Item	Result	Status
1. Customer submits initial online application.	Complete	● Complete
2. Enroll customer.	Not Complete	● Action Needed
3. The customer was provided information that describes the features and how to access their career plan.	Not Complete	● Action Needed

1. Customer submits initial online application

2. Verify eligibility and enroll the customer

3. Provide customer with information on how to access their career plan.

Participant Summary Tools

- Assessments
- Case Notes
- Resumes
- Uploads
- Worksites



Complete the Application

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